



# County of San Diego

JOHN M. PELLEGRINO  
DIRECTOR

DEPARTMENT OF PURCHASING AND CONTRACTING  
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ALLEN R. HUNSBERGER  
ASSISTANT DIRECTOR

May 15, 2020

## COVID-19 INFORMATION FOR INDIVIDUALS AND ENTITIES WHO CONTRACT WITH THE COUNTY OF SAN DIEGO (6)

Dear County Contractors,

We are writing to provide you with direction relating to notifying the County if you or any of your employees, volunteers, consultants, agents or subcontractors, including their employees, volunteers, consultants, agents and subcontractors (collectively “Contractor Personnel”) test positive for the Coronavirus Disease (COVID-19). The County is committed to taking appropriate efforts to keep County elected and appointed officials, employees and volunteers (collectively “County Personnel”) safe. As a result, you are directed to immediately report or cause to be reported to the County anytime any Contractor Personnel test positive for COVID-19. For purposes of this reporting requirement, the report must occur within 24 hours from when you or your subcontractors, consultants or agents learn of the COVID-19 positive test result. The report is subject to the following requirements:

- The COVID-19 positive individual was present at a County facility or had contact with County Personnel as part of his or her duties under the contract within fourteen (14) days prior to the COVID-19 positive test result.
- The initial information reported is limited to that required by this directive. Note – for purposes of the initial report, do not identify the COVID-19 positive individual by name or other personal identifying characteristics, except as specifically required by this directive. The County may, as necessary, request additional information after receiving the initial report.
- If the COVID-19 positive individual was present at a County site, provide the following information:
  - The applicable Contract Number;
  - A brief description of the services you provide (e.g. construction);
  - All date(s) and time(s) the person was present at the County site commencing with a date fourteen (14) days prior to the COVID-19 positive test result; and
  - The reason the COVID-19 positive individual was at the County site (e.g. performing construction work).
- If the COVID-19 positive individual had contact with County Personnel, other than at a County site, provide the following information:
  - The applicable Contract Number;
  - A brief description of the services you provide (e.g. construction);

- All date(s) and time(s) the COVID-19 positive individual had contact with County Personnel commencing with a date fourteen (14) days prior to the COVID-19 positive test result;
- The location(s) where contact with the County Personnel occurred; and
- The reason the COVID-19 positive individual had contact with County Personnel (e.g. attended a meeting).
- The contact information, including email address and telephone number, of the person to whom County questions should be directed.

Email the report to:

Allen Hunsberger  
Assistant Director  
Department of Purchasing and Contracting  
[allen.hunsberger@sdcounty.ca.gov](mailto:allen.hunsberger@sdcounty.ca.gov)

Notwithstanding any other requirement in your contract with the County, **DO NOT** provide the COVID-19 positive test report to your Contract Representative or Contracting Officer Representative.

If you have any questions, please contact Allen Hunsberger at (858) 505-6362 or by email.

Sincerely,



ALLEN HUNSBERGER, Assistant Director  
Department of Purchasing and Contracting

cc: DPC Correspondence File