DISTRICT OF COLUMBIA COURTS
Captial Projects & Facilites Management Division
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Dr. Cheryl Bailey
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Dana A. Friend
Director

April 27, 2020

Greetings:

The District of Columbia Courts are operational and have designated essential personnel that provide critical contractual support services. This includes our contractual colleagues that are working on construction and related project sites in and around the Courts' facilities. Upon consideration of Federal and local guidelines, as well as directives and best practices that have been received relative to the current pandemic, we have observed that nearly all of our contractual partners have been proactive in maximizing the use of masks and gloves in the performance of their duties while on the Courts' premises. This is particularly important given the nature of the services that are being provided under the auspices of the *Capital Projects and Facilities Management Division*.

Upon consideration of the guidance provided by the *Centers for Disease Control and Prevention (CDC)* and best practices for our industry, we are requiring that all of our contractual partners provide this office with a description of the measures that they have taken to mitigate the potential risks associated with the current pandemic, including any mandates for the use of appropriate personal protective equipment (e.g. masks and, where practical, gloves), by **Friday, May 1, 2020.** The use of masks is consistent with recent *CDC* recommendations that the general public should wear cloth face coverings in public settings where other social distancing measures are difficult to maintain. Understanding and respecting the laws governing medical privacy, we are also requesting that we be notified as soon as possible if you learn that any members of your onsite team have been diagnosed with COVID-19 (without divulging names or other personal information, and within the limits of applicable medical confidentiality and privacy law). I am sure you

would agree that our close collaboration and corresponding acts of transparency are critical during this challenging time.

The Courts will continue to monitor changes in the guidance from the *CDC*, as well as from other Federal and local sources to ensure that best practices and procedures are implemented. Should you have any concerns or require additional information, you can reach me directly at 202-359-4461.

Your anticipated compliance and continued collaboration are appreciated.

Sincerely,

Dana A. Friend