# OSHA Reporting / Recording Priorities Relative to Covid-19

<table>
<thead>
<tr>
<th>Priority</th>
<th>Case Outcome</th>
<th>Diagnosis</th>
<th>Investigation Outcomes</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fatality</td>
<td>Covid-19+ (Confirmed)</td>
<td>- Identify “Incident Date” – Per OSHA - Date of Positive Test</td>
<td>- Report the case to OSHA via Telephone or on-line within 8 hours of notification of death</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work Related</td>
<td>- Calculate days between Positive Test Result and Death</td>
<td>- If beyond 30 days – no report necessary – log on OSHA 300</td>
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<td></td>
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<td></td>
<td>- If hospitalization is w/i 30 days – Report the case to OSHA via Telephone or on-line within 8 hours of notification of death</td>
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<td></td>
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<td></td>
<td>- If hospitalization is beyond 30 days – no report necessary – log on OSHA 300</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Work Related</td>
<td>- Case is not recordable.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Monitor any changes to incident status or diagnosis.</td>
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</tr>
<tr>
<td>2</td>
<td>In-Patient Hospitalization</td>
<td>Covid-19+ (Confirmed)</td>
<td>- Identify “Incident Date” – Per OSHA - Date of Positive Test</td>
<td>- Report the case to OSHA via Telephone or on-line within 24 hours of notification of hospitalization</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work Related</td>
<td>- Calculate days between Positive Test Result and Hospitalization</td>
<td>- If Hospitalization is beyond 24 hours of incident date – no report necessary – log on OSHA 300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- If Hospitalization is w/i 24 hours of incident date - Report case to OSHA via Telephone or on-line within 24 hours of notification of hospitalization</td>
<td></td>
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<td>- If Hospitalization is beyond 24 hours of incident date – no report necessary – log on OSHA 300</td>
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<td>- Monitor any changes to incident status or diagnosis.</td>
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<tr>
<td>3</td>
<td>Home-based treatment for symptoms consistent with Covid-19</td>
<td>Covid-19+ (Confirmed)</td>
<td>- OSHA Recordable incident - log the illness on your OSHA 300 form.</td>
<td>- Not OSHA Recordable - Do Not log the incident on your OSHA 300 form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work Related, Lost Time and/or treatment beyond first aid</td>
<td>- Maintain information on the case - - Monitor case for any changes to Lost Time or Treatment status.</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>- Not OSHA Recordable - Do Not log the incident on your OSHA 300 form.</td>
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</tr>
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<td></td>
<td></td>
<td>Covid-19+ (Confirmed)</td>
<td>- Not OSHA Recordable - Do Not log the incident on your OSHA 300 form.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Work Related, No Lost Time and/or No treatment beyond first aid</td>
<td>- Maintain information on the case - - Monitor case for any changes to Lost Time or Treatment status.</td>
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<td>- Not OSHA Recordable - Do Not log the incident on your OSHA 300 form.</td>
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<tr>
<td></td>
<td></td>
<td>Not Covid-19, No confirmation Covid-19, or Unknown</td>
<td>- Not OSHA Recordable - Do Not log the incident on your OSHA 300 form.</td>
<td></td>
</tr>
</tbody>
</table>

**Note 1**: This document is meant to guide managers in the process of investigating, OSHA recordkeeping and OSHA reporting of Covid-19 cases. It is meant as a guidance document only. Questions on recordkeeping and reporting should be directed to your regional OSHA office.

**Note 2**: Employees losing time for quarantine-only (no illness) are not considered OSHA recordable / reportable cases.

As of 5/4/2020