

## OSHA Reporting / Recording Priorities Relative to Covid-19

Priority	Case Outcome	Diagnosis	Investigation Outcomes	Action
<u>1</u>	Fatality	Covid-19+ (Confirmed)	Work Related	<ul style="list-style-type: none"> <li>- Identify "Incident Date" – Per OSHA - Date of Positive Test</li> <li>- Calculate days between Positive Test Result and Death</li> <li>- If w/l 30 days – Report the case to OSHA via Telephone or on-line within 8 hours of notification of death</li> <li>- If beyond 30 days – no report necessary – log on OSHA 300</li> </ul>
		Covid-19+ (Confirmed)	Not Work Related	<ul style="list-style-type: none"> <li>- Maintain case information.</li> <li>- No OSHA Report warranted.</li> <li>- Case is not recordable.</li> </ul>
		Not Covid-19, No confirmation Covid-19, or Unknown		<ul style="list-style-type: none"> <li>- Monitor any changes to incident status or diagnosis.</li> </ul>
<u>2</u>	In-Patient Hospitalization	Covid-19+ (Confirmed)	Work Related	<ul style="list-style-type: none"> <li>- Identify "Incident Date" – Per OSHA - Date of Positive Test</li> <li>- Calculate days between Positive Test Result and Hospitalization</li> <li>- If Hospitalization is w/l 24 hours of incident Date - Report case to OSHA via Telephone or on-line within 24 hours of notification of hospitalization</li> <li>- If Hospitalization is beyond 24 hours of incident date – no report necessary – log on OSHA300</li> </ul>
		Covid-19+ (Confirmed)	Not Work Related	<ul style="list-style-type: none"> <li>- Maintain case information.</li> <li>- No OSHA Report warranted.</li> <li>- Case is not recordable.</li> </ul>
		Not Covid-19, No confirmation Covid-19, or Unknown		<ul style="list-style-type: none"> <li>- Monitor any changes to incident status or diagnosis.</li> </ul>
<u>3</u>	Home-based treatment for symptoms consistent with Covid-19	Covid-19+ (Confirmed)	Work Related, Lost Time and/or treatment beyond first aid	<ul style="list-style-type: none"> <li>- OSHA Recordable incident - log the illness on your OSHA 300 form.</li> </ul>
		Covid-19+ (Confirmed)	Work Related, No Lost Time and/or No treatment beyond first aid	<ul style="list-style-type: none"> <li>- Not OSHA Recordable - Do Not log the incident on your OSHA 300 form.</li> <li>- Maintain information on the case - - Monitor case for any changes to Lost Time or Treatment status.</li> </ul>
		- Not Covid-19, No confirmation Covid-19, or Unknown		<ul style="list-style-type: none"> <li>- Not OSHA Recordable - Do Not log the incident on your OSHA 300 form.</li> <li>- Maintain information on the case - - Monitor case for any changes to Lost Time or Treatment status.</li> </ul>

Note<sup>1</sup>: 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 <sup>2</sup>: Employees losing time for quarantine-only (no illness) are not considered OSHA recordable / reportable cases.