

# COVID-19 REPORTING & RECORDING

Making regulatory compliance easy



**1**

## POSITIVE CASE

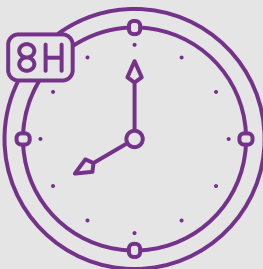
Employee reports laboratory confirmed COVID-19 case (PCR test).



**2**

## RECORD - LOG 300

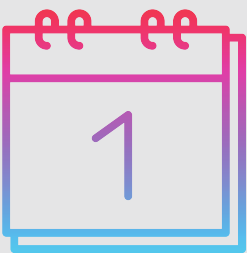
Record on Cal/OSHA log, if meets criteria and organization is not exempt (i.e. schools) [click for more info](#).



**3**

## REPORT TO CAL/OSHA

[Report to Cal/OSHA within 8 hours](#), if hospitalization occurs as a result of occupational exposure to avoid mandatory \$5k fine.



**4**

## NOTIFY EMPLOYEES

Within 1 day, notify worksite(s) employees, contractors, and union representatives of potential exposure [More info and sample forms here](#).



**5**

## REPORT TO LHD

[Report to your local health department within 48 hours](#) if 3 or more employees test positive within 14 days. And for every additional positive case thereafter.



**6**

## NOTIFY TPA

Within 3 days, notify Claims TPA of a confirmed case. [More info available here](#).