[INSERT COMPANY NAME AND LOGO HERE IF DESIRED]

POTENTIAL WORKPLACE COVID-19 CASE

Effective May 26, 2020, new guidance published by the Occupational Safety and Health Administration ("OSHA") requires employers who are obligated to submit OSHA 300/301 logs to determine whether employees who have contracted COVID-19 did so while at work.

This guidance reverses previous guidance that limited the requirement to make work-related determinations to employers in only healthcare industries, emergency response organizations, and correctional institutions.

The new guidance now requires employers to record all COVID-19 cases that are:

(1) confirmed by at least one positive test.
(2) are work-related; and
(3) which cause employees to
  (a) seek medical treatment beyond first aid,
  (b) result in lost workdays or restricted duty, or
  (c) cause loss of consciousness or death.

CHECKLIST

EMPLOYEE NAME:	**YES**	**NO**
• Is there more than one case of COVID-19 among employees who work(ed) closely together?		
• Did the employee contract COVID-19 shortly after a close exposure to a co-worker or to a customer who confirmed positive?		
• Do the employee's job duties require him/her to be in frequent close exposure to the general public in an area with ongoing community transmittal of COVID-19?		
*Affirmative responses to the above indicate that the COVID-19 illness likely **IS** work-related.*		

• Outside of work, does the employee have close and frequent contact with someone who has tested positive for COVID-19?		
• Are there any reasonable alternative explanations for how the employee might have contracted COVID-19, other than through exposure to other persons encountered at the workplace?		
• Is this employee the only one to-date to contract COVID-19 **and** whose job duties do **not** include frequent contact with the general public?		
*Affirmative responses to the above indicate that the COVID-19 illness likely **IS NOT** work-related.*		

After completing the checklist along with the outcomes of any other investigative steps regarding this claim (which needs to maintain employee privacy), if it is determined that the illness is work-related, "COVID-19" should be coded as a respiratory illness on the OSHA 300 Log. *NOTE: If an employee requests that their name not be entered on the OSHA 300 Log, the employer must not publish the employee's name.*

Checklist completed by:

_____ _____
Name Date

Checklist reviewed / approved by:

_____ _____
Name Date

After completion, this Checklist should be stored and retained in a confidential file along with any other documentation related to this case.