

COVID Investigation Form

Prescient National Insurance Services created this worksheet to guide you through an investigation to determine recordability according to OSHA's latest COVID directives and to help identify workers' compensation claims. OSHA requires an investigation to be completed for every COVID case in your workplace. Prescient National requests that you submit a claim and email this form to claims@prescientnational.com if you believe that the infection likely occurred at the workplace or the employee desires to submit a workers' compensation claim; otherwise, please keep the completed form in a safe place for future reference should the need arise.

Business Name: _____

COVID Employee: _____

Ask the employee how they believe they contracted the COVID illness:

While respecting their privacy, ask about the employee's work-related and out-of-work activities:

Describe the employee's work environment (include date employee started teleworking if applicable):

Are there any other COVID cases in the workplace? Yes No
If yes, describe:

Date of first known interaction with COVID-suspected _____ : _____

Date of first known interaction with confirmed positive COVID individual (_____): _____

Date of first onset of COVID symptoms: _____

Confirmed COVID diagnosis date: _____

Diagnosis method:

Date self-quarantine started: _____

Date of first day wage loss: _____ N/A

Date hospitalized: _____ N/A

Date released from hospital: _____ N/A

Date returned to work: _____ N/A

Date of death: _____ N/A

Other relevant information (include dates):

To comply with OSHA’s Recordkeeping Standard, answer the questions below to determine if a COVID illness is work-related and belongs on the OSHA 300 log.

- Yes No Several cases of COVID illnesses have developed **among workers** who work closely together with no alternative explanation.
- Yes No The COVID illness was contracted shortly after **lengthy, close exposure** to a **particular customer or coworker** who has a confirmed case of COVID and there is no alternative explanation.
- Yes No The employee’s **job duties include having frequent, close exposure** to the general public in a locality with ongoing community transmission and there is no alternative explanation.
- Yes No The COVID illness is the **only worker to contract COVID in their vicinity** and their **job duties do not include having frequent contact with the general public.**
(answering yes to this question most likely means it’s *not* work-related).
- Yes No Outside the workplace, the employee closely and frequently associates with someone who has COVID; is not a coworker; and likely exposed the employee during the period in which that individual was likely infectious.
(answering yes to this question most likely means it’s *not* work-related)

After conducting an investigation with the above-noted employee,

- The infected individual is not claiming workers’ compensation but it is likely that the COVID case is work-related. The case must be recorded on the OSHA 300 log as an “illness” and a claim will be reported to Prescient National Insurance Services.
- The infected individual is claiming workers’ compensation and the COVID case is likely work-related. The case must be recorded on the OSHA 300 log as an “illness” and a claim will be reported to Prescient National Insurance Services.
- The infected individual is claiming workers’ compensation but I cannot determine whether it is more likely than not that workplace exposure played a causal role to COVID illness contraction. The case is not required to be recorded on the OSHA 300 log as an “illness” but a claim will be reported to Prescient National Insurance Services.
- I cannot determine whether it is more likely than not that workplace exposure played a causal role to COVID illness contraction and the infected individual is not claiming worker’s compensation. The case is not required to be recorded on the OSHA 300 log as an “illness” and a claim will not be reported to Prescient National Insurance Services.

If you need guidance in making this work-related determination, contact your Prescient Risk Manager

Employer Representative Signature

Employer Representative Printed Name

Date

Section II

Additional information that was made available to the employer at a later date:

Date additional information above was made available: _____

After conducting an investigation with the above-noted employee and taking into account the additional information made available in Section II,

- The infected individual is not claiming workers' compensation but it is likely that the COVID case is work-related. The case must be recorded on the OSHA 300 log as an "illness" and a claim will be reported to Prescient National Insurance Services.
- The infected individual is claiming workers' compensation and the COVID case is likely work-related. The case must be recorded on the OSHA 300 log as an "illness" and a claim will be reported to Prescient National Insurance Services.
- The infected individual is claiming workers' compensation but I cannot determine whether it is more likely than not that workplace exposure played a causal role to COVID illness contraction. The case is not required to be recorded on the OSHA 300 log as an "illness" but a claim will be reported to Prescient National Insurance Services.
- I cannot determine whether it is more likely than not that workplace exposure played a causal role to COVID illness contraction and the infected individual is not claiming worker's compensation. The case is not required to be recorded on the OSHA 300 log as an "illness" and a claim will not be reported to Prescient National Insurance Services.

Employer Representative Signature

Employer Representative Printed Name

Date