



Procedures of filing for Workers Compensation following a COVID-19 Diagnosis

- Fill out an accident report.
- Keep copy for your records.
- File report with Human Resources and cc: your supervisor. (Must have communication filing report in writing.)
- See if you can find out who the workers' compensation carrier is for your employer.
- If successful, contact workers' compensation carrier to see if incident was reported. (Confirm conversation with workers' compensation carrier in writing.)
 - If reported, obtain claim number and inquire about medical and temporary disability benefits.
 - If not reported, contact Human Resources and find out why incident was not reported. (Confirm in writing.)
 - If still not reported, see if you can report the incident directly with the workers' compensation carrier. (Confirm response in writing.)