



What do you do if you contract COVID 19 if it is work related?

- 1- Notify your supervisor in writing, use email, and cc or bcc yourself
- 2- Fill the CA-1 as soon as possible, you must fill the CA-1 electronically on the web. Go to www.ecomp.dol.gov You must register then proceed to completing the CA-1 form for COVID 19
- 3- **DO NOT** request Weather & Safety leave, the agency will try to tell you to do that. If it is a work-related injury or COVID 19 it is a CA-1
- 4- Provide the agency with the positive COVID test in writing, meaning scan the test and email it to your supervisor and HR.
- 5- Home test is not accepted by Dept. of Labor
- 6- After you complete the CA-1 and you have provided the positive test results, the agency should give you a case/ file number within a few days. If they do not, then you need to ask for it. As soon as you receive the case/file number from the agency go to www.ecomp.dol.gov and upload the positive test result yourself.
- 7- If you have any additional questions, please contact your local union. You **must be a member** to receive assistance from the local in Workers Compensation cases.

Things to Avoid when filing the forms

- 1- Do not abbreviate on the forms
- 2- Fill the employee portion completely
- 3- Ensure you keep a copy of all the forms
- 4- Ask for a copy of the forms CA-1 after your supervisor fill the agency portion
- 5- You are entitled to select your own physician; the agency cannot force you to see their physicians. Do not see a Physician Assistance or Nurse Practitioner.