



A note to our community about COVID-19

Dear Relation Client Family,

To our valued clients, we want to keep you informed as we learn information that we believe is important for you to know. Recently we were notified that COVID-19 is recognized by the Occupational Safety and Health Administration (OSHA) as a recordable illness. If your business is subject to reporting injuries and illnesses that occur in the workplace (typically more than 10 employees during the calendar year), then you are subject to reporting cases of COVID-19. Please refer to the following guidelines to determine if you are responsible for recording on your OSHA 300 Log.

Recording workplace exposures to COVID-19

OSHA recordkeeping requirements at [29 CFR Part 1904](#) mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log.

COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties. However, employers are only responsible for recording cases of COVID-19 if all of the following are met:

1. The case is a confirmed case of COVID-19 (see [CDC information](#) on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19);
2. The case is work-related, as defined by [29 CFR 1904.5](#); and
3. The case involves one or more of the general recording criteria set forth in [29 CFR 1904.7](#) (e.g. medical treatment beyond first-aid, days away from work).



Jill Zewalk
11215 North Community House Road, Suite 100
Charlotte, NC 28277
relationinsurance.com



Additionally, as a reminder, as of January 1, 2015 employers must report....

- All work-related fatalities within 8 hours.
- All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

You can report to OSHA by....

- Calling OSHA's free and confidential number at 1-800-321-OSHA (6742).
- Calling your closest [Area Office](#) during normal business hours.
- Using the new [online form](#).

Employers under Federal OSHA's jurisdiction must begin reporting by January 1. Establishments in a state with a State run OSHA program should contact their state plan for the implementation date.

Should you have questions related to OSHA, COVID-19 or any other loss control or safety related topic, please reach out to our Loss Control Consultant:

Michael Williams

Loss Control Consultant

Relation Insurance Services

11215 North Community House Road, Suite 100

Charlotte, NC 28277

Mobile (304) 545-1462

michael.williams@relationinsurance.com



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