



RECEIPT OF NOTICE OF COVID-19 CLAIM CHECKLIST

- Is claim due to employment between 3/19/20 to 7/5/20? On or after 7/6/20?
- If after 7/6/20, determine if the employee was a “front line worker”.
- If after 7/6/20 and not a “front line worker”, was there an “outbreak” at the employer?
- Verify if labor or service performed was at the direction of the employer and NOT at the residence of the employee.
- If diagnosed with COVID-19, was it within 14 days of a day the employee performed work on behalf of the employer?
- Has there been a positive COVID-19 test within 30 days of diagnosis confirming the diagnosis?
- Conduct all necessary discovery in order to determine compensability (including but not limited to):
 - a. Social Media Check.
 - b. Interview employee, potential witnesses, co-workers etc.
 - c. Gather all necessary information from employer regarding other COVID claims, number of employees within 45 days of claim, COVID prevention measures etc.
 - d. Identify medical providers and obtain records, reports, diagnostic testing.
- Determine whether Claim Form has been provided or is needed.
- Accept or Deny claim within 30 days for pre 7/6/20 claims and for “front line” workers post 7/5/20.
- Accept or Deny claim within 45 days for post 7/5/20 for non “front line” workers.
- If claim is accepted, ascertain whether claimant is entitled to sick leave benefits specifically related to COVID.
- Commence TD or wage replacement after exhaustion of COVID sick leave benefits. If no sick leave benefits available commence TD.
- Provide all benefits including full hospital, surgical, medical treatment, indemnity benefits, and death benefits.