



RISK ADMINISTRATION SERVICES, INC.

March 13, 2020

## CORONAVIRUS DISEASE 2019 (COVID-19) OUTBREAK EMPLOYER REPORTING INSTRUCTIONS

As the situation of the COVID-19 outbreak continues to evolve, RAS has made it our top priority to stay informed and implement best practices to allow our customers and partners to continue to rely on us to service your workers' compensation needs. Correspondingly, we have dedicated a focused response team to respond to COVID-19 exposure related claims.

RAS wants to encourage our employers to let us know if an employee tests positive for COVID-19 or is suspected of having been exposed. Because COVID-19 is an ordinary disease of life, and as with all reported claims, a thorough and complete investigation will be necessary to determine work-relatedness and compensability involving COVID-19 exposures.

**To report claims with suspected COVID-19 exposure, please call our dedicated team at 877.585.1117.**

### **Information to have ready for your call should include:**

- Employer name
- Employer workers' compensation contact name and phone number
- Employee work location
- Employee name, address, and phone number
- Employee supervisor's name and contact information
- Employee date of birth
- Employee social security number
- Employee hire date
- Employee job title
- Date and time of the report of illness
- Date and time of first symptoms of illness
- Symptoms of illness the employee is experiencing
- Name of treating facility and contact information, if applicable
- Name of treating doctor and contact information, if applicable
- Date of absence from work due to illness
- Date of quarantine if suspected of exposure to illness
- Location where the exposure occurred
- Names of other employees and family in close contact
- Any recent travel to heavily infected areas with COVID-19