



## New COVID-19 Positive Test Report

**Reporting Period: September 17, 2020, to January 1, 2023 – must be reported within 3 business days.**

If you are aware of an employee testing positive for COVID-19 on or after July 6, 2020, you must report it to your claims administrator (California Labor Code Section 3212.88).

To report retroactively for the period July 6, 2020, through September 16, 2020, use the ***Retroactive COVID-19 Positive Test Report***, which must be reported by October 29, 2020.

This form must be completed if the illness is work related or not. If the employee indicates the illness is work related, a separate workers' compensation form must also be provided and reported per normal claim reporting protocols. This report does not generate a claim, nor does a claim qualify as a report.

- 1. Employer Name:**
  
- 2. Employer Internal Tracking Number:**  
*(Optional: Employer-assigned ID number that does not convey the employee's personally identifiable information.)*
  
- 3. Date the employee tested positive for COVID-19 (this is the date specimen is collected for testing):**
  
- 4. Specific address or addresses of employee's place of employment during the 14-day period preceding the date of the employee's positive test.**

Preceding 14 Days: Location		Preceding 45 days: Highest Number of Employees
1		
2		
3		
4		
5		

If any specific place of employment is ordered to close by a local public health department, the State Department of Public Health, the Division of Occupational Safety and Health due to a risk of infection with COVID-19 that information needs to be reported to us.

\*You must complete a separate reporting form for each employee that has tested positive for COVID-19

Submit completed report via email: [COVID@athensadmin.com](mailto:COVID@athensadmin.com)