

HOW DO I FILE A WORKERS' COMPENSATION CLAIM FOR COVID-19?

1 LET YOUR SUPERVISOR KNOW!

Send a written notice to your employer of the events that lead to the virus within thirty (30) days of the date you were exposed to the virus, if you know when that happened, or within thirty (30) days of your COVID-19 diagnosis.

2 FILL OUT THE FORM!

Fill out an Employee Claim C-3 Form within two (2) years of the diagnosis of the virus. This form is available on the New York State Workers' Compensation Board Website: www.WCB.ny.gov/content/main/forms/c3.pdf.

3 MAKE SURE YOU HAVE EVERYTHING YOU NEED!

You must also provide the Workers' Compensation Board with a report signed by your medical doctor or other qualified medical provider which includes:

- (1) a summary of the facts and events at work leading to the exposure;
- (2) your diagnosis (for example, Coronavirus, COVID-19); and
- (3) a statement making the connection between your work at the time of the exposure and your diagnosis of COVID-19.

What type of records can help establish a connection between my work and a COVID-19 diagnosis? Keep track of who you came in contact with and what types of work you were doing when you were exposed to the virus. Try to include as much information as you can, such as:

- **What day/date(s) did the exposure occur?**
- **What was the approximate time of day/night when the exposure occurred?**
- **Where were you when the exposure happened?**
- **What type of work were you doing at that time?**
- **Can you identify the specific individual(s) who had the virus?**
- **Can you estimate the length of the exposure?**
- **Were you wearing any type of personal protective equipment such as a mask/respirator, hazmat suit, etc. at the time of the exposure?**
- **How close in time after the exposure did you experience any symptoms?**
- **Were you working and fully functional without restrictions or limitations prior to the exposure?**

If you have not done so already, consider keeping a written log or diary of the individual(s) and group(s) you come in contact with at work on a daily basis. Recording details of who and when you came in close contact/proximity of any individual(s) who appeared visibly sick, such as whether they were coughing, sneezing, shivering, shaking, excessively sweating, had flushed or hot skin, a runny nose, red eyes, raspy voice, etc. may help make the connection between the exposure to the virus and your employment. This can be especially helpful if you cannot determine exactly when and where the exposure occurred.