

## The COVID-19 Log

OSHA's COVID-19 Emergency Temporary Standard (ETS) requires employers to establish and maintain a COVID-19 log to record COVID-19 cases in their workforce. This document explains those requirements and provides guidance for recording COVID-19 cases on the COVID-19 log.

OSHA's ETS requires employers covered by the COVID-19 ETS that have more than 10 employees on the date the ETS is published in the Federal Register to establish and maintain a COVID-19 log to record each instance identified by the employer in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work (see 29 CFR 1910.502 COVID-19 Healthcare Emergency Temporary Standard – paragraph (q)). The size exemption for employers with 10-or-fewer employees is based on the total number of employees in a firm, rather than the number of employees at a particular location or establishment. The count includes all full-time, part-time, temporary, and seasonal employees. The employer must maintain and update the COVID-19 log while the standard remains in effect.

The COVID-19 log is intended to assist the employer with tracking and evaluating instances of employees who are COVID-19 positive without regard to whether those employees were infected at work. Among other things, the tracking will help evaluate potential workplace exposure to other employees, and will assist the employer in following requirements for notifying employees who have been exposed to COVID-19 in the workplace and removing employees from the workplace when necessary. Entering information on the COVID-19 log about employees with non-work-related COVID-19 illness also assists employers in tracking how and when the disease entered the workplace. The information entered on the log may assist an employer in determining

whether the employer's policies and procedures have been effective in the prevention of COVID-19 in their workplace.

The log must include each confirmed case of COVID-19 even if the employee was asymptomatic (did not feel sick) and even if the case was not caused by an exposure in the workplace. However, the COVID-19 log should not record incidences for employees who work exclusively from home and thus could not expose others in the workplace. Employers must record the case on the COVID-19 log within 24 hours of learning that the employee has a confirmed positive test for COVID-19 or has been diagnosed with COVID-19 by a licensed healthcare provider.

The COVID-19 log must include:

- the employee's name;
- one form of contact information;
- occupation;
- the location where the employee worked;
- the date of the employee's last day at the workplace;
- the date of a positive COVID-19 test or diagnosis; and
- the date the employee first had one or more COVID-19 symptoms (if any were experienced).

The COVID-19 log must be maintained as though it is a confidential medical record and must not be disclosed except as required by OSHA's ETS or other federal law. In addition, the COVID-19 log must be maintained and preserved while the ETS is in effect.

Employers are required to make their COVID-19 log available to employees, employee representatives, and OSHA representatives, upon request, as follows:

By the end of the next business day after a request, employers are required to provide:

- a copy of their individual COVID-19 log entry to an employee listed on the log or to anyone that the employee gives written consent to;
- a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was at the workplace before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced,

to any employees, their personal representatives, and their authorized representatives; and

- all information entered on the COVID-19 log to an OSHA representative.

Note that the ETS does not change the requirement to record injuries and illnesses under 29 CFR part 1904. Employers that are required to keep OSHA injury and illness records under 29 CFR 1904 must continue to record work-related confirmed cases of COVID-19 on their OSHA Forms 300, 300A, and 301, or the equivalent forms, as required by 29 CFR 1904.4(a) (see [Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 \(COVID-19\)](#)).

This document is intended to provide information about the COVID-19 Emergency Temporary Standard. The Occupational Safety and Health Act requires employers to comply with safety and health standards promulgated by OSHA or by a state with an OSHA-approved state plan. However, this document is not itself a standard or regulation, and it creates no new legal obligations.

# COVID-19 Log

The OSHA COVID-19 Healthcare Emergency Temporary Standard (ETS) requires employers to keep a COVID-19 Log if they have more than 10 employees on June 21, 2021 (the effective date of the ETS) (See 29 CFR 1910.502(q)). Employers are required to record on the COVID-19 Log each instance of an employee being confirmed COVID-19 positive (i.e., case that tested positive or was diagnosed by a licensed healthcare provider), whether it was contracted at work or elsewhere.

(Employers may use this form or any other form containing similar information)

**Name of Business/Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name and Contact information of Employer's Contact Person:** \_\_\_\_\_

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