



Division of Human Resources

**MEMORANDUM HR COVID-19**

**TO:** HR and Business Contacts  
**FROM:** Division of Human Resources  
**DATE:** June 29, 2020  
**RE:** **Investigating Positive Cases of COVID-19 in the Workplace**

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The Occupational Safety and Health Administration (OSHA) announced that effective May 26, 2020, employers are required to investigate positive cases of COVID-19 in the workplace and potentially record the illnesses on the OSHA Form 300.

To comply with OSHA's requirements, the university must monitor employees' illness-related leave and inquire whether individuals who have reported COVID-19 related symptoms have tested positive for the disease. If an employee tests positive for COVID-19, the university must do a reasonable and good faith inquiry to determine if it is work-related.

As an OSHA requirement, COVID-19 is a recordable illness and must be recorded by employers if three conditions are met:

1. The case is a confirmed case of COVID-19, as defined by the Centers for Disease Control and Prevention (CDC);
2. The case is work-related as defined by 29 CFR § 1904.5; and
3. The case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7. This means an illness resulting in death, days away from work, restricted work or the transfer to another job, medical treatment beyond first aid, or the loss of consciousness.

All employees who test positive for COVID-19 will have to be absent from work and, therefore, will satisfy the third condition.

For employees who need to report a potential workplace COVID-19 illness:

1. Call the University's **COVID-19 hotline** at **803-576-8511** to notify the university that you have tested positive for COVID-19 so they can walk you through the isolation protocol and do contact tracing.
2. Also notify Environmental, Health and Safety (EHS) at **803-528-8191** to provide information why you believe your illness could be a potential workplace illness so EHS can investigate and determine if this potential illness meets the OSHA's reporting requirements.

[A new flyer](#) is available on the Division of Human Resources website outlining the new OSHA requirements. Please post this flyer with other required workplace posters in your area.