



Instructions for Reporting Positive Employee COVID-19 Cases

Employee COVID-19 cases diagnosed on or after July 6, 2020 through September 16, 2020:

For each employee that you are aware tested positive for COVID-19 on or after July 6, 2020 through September 16, 2020, please complete WCF's COVID-19 Positive Test Report form found at wcf.com/california-sb-1159 no later than October 29, 2020.

Employee COVID-19 cases diagnosed on or after September 17, 2020 through January 1, 2023 that are not reported as work-related:

For each employee that you are aware tested positive for COVID-19 on or after September 17, 2020 that was not reported as a work-related exposure, please complete WCF's COVID-19 Positive Test Report form found at wcf.com/california-sb-1159 within three business days of the date you knew or reasonably should have known that the employee tested positive.

Employee COVID-19 cases diagnosed at any time that are reported as work-related:

In addition to completing the COVID-19 Positive Test Report form, for each employee who tested positive for COVID-19 at any time and it is reported as a work-related exposure, please report the claim on forms 5020 and DWC-1 and submit them to claims@wcf.com. You can also file the claim directly on WCF's website at wcf.com by clicking on the "File a Claim" icon.