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## **What do you do if you contract COVID 19 and it is work related?**

1. Notify your supervisor in writing, use email, and cc or bcc yourself and the local
2. Fill the CA-1 as soon as possible, you must fill the CA-1 electronically on the web. Go to [www.ecomp.dol.gov](http://www.ecomp.dol.gov) You must register then proceed to completing the CA-1 form for COVID 19. The system will ask for your email, provide your home email not the Government email.
3. **DO NOT** request Weather & Safety leave, the agency will try to tell you to do that. If it is work related injury or COVID 19 it is a CA-1
4. Provide the agency with the positive COVID test in writing, meaning scan the test and email it to your supervisor and HR. After you get the case/file number from the agency, upload the positive test to the ECOMP system yourself
5. **Home test is not accepted by Dept. of Labor**
6. After you complete the CA-1 and you have provided the positive test, the agency should give you a case/ file number within few days, if they do not then you need to ask for it. As soon as you receive the case/file number from the agency go to [www.ecomp.dol.gov](http://www.ecomp.dol.gov) and upload the positive test yourself.
7. If you have any additional questions, please contact your local union.