



## Form to Report Non-Industrial COVID-19 Positive Tests of Employees

Use this form to report all non-industrial positive COVID-19 incidents to JPIA within 3 business days. Track the employee information confidentially and do not report any personal information. If employee believes that exposure is job related, please provide DWC-1 Form and report the claim to JPIA as you normally would by completing Employer's First Report of Injury Form 5020 and following your normal reporting process.

DISTRICT INFORMATION	
<b>District Name:</b>	<b>Incident Location-Description where Employee Worked (such as main office, power plant, etc.). If employee reported to more than one location, you may complete a separate form if needed:</b>
<b>Address of Incident Location:</b>	
<b>Total Employee Count at incident location:</b>	<b># of Employees with Positive Tests in the last 14 days at Incident Location:</b>
<b># of Highest Employee Count at Incident Location in the last 14 days preceding Employee's last day worked:</b>	<b># of Highest Employee Count at Incident Location in the last 45 days preceding Employee's last day worked:</b>
EMPLOYEE & EXPOSURE INFORMATION	
<b>Date District Became Aware of Positive Test:</b>	<b>Actual Date of Employee's Positive Test (date test sample taken):</b>

Email completed form to [COVIDNonWCReport@acwajpia.com](mailto:COVIDNonWCReport@acwajpia.com)

**Reported/Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_