

**Summary:** The VOSH COVID-19 Standard requires employers, when they are informed of an employee's positive COVID-19 test result, to notify coworkers in the work area. The Survey 123 [COVID-19 Positive Test Result Reporting Form](#) is a way for agency heads to quickly and confidentially send this required information to the Office of Emergency Management and Workplace Safety (EMWS).

## Reporting Positive COVID-19 Test Results FAQs

*Why do we have to report positive cases?*

Strictly speaking, because the VOSH standard requires it. More broadly, it can help managers recognize potential trends or problem areas in their work areas.

*What is a "Work Area?"*

The VOSH standard uses the terms "place of employment," "work location" and "job site," all without definition. Since the exposure risk determinations are based on the job tasks performed, we can establish a "work area" as wherever that employee performs his or her job tasks. This may be a building, office suite, or field work performed in a specific zone or region.

*Can I designate the Work Areas for my employees?*

Yes, by using the information above and the level of interaction with other employees, it is reasonable for managers to establish and communicate specific Work Areas. **A worksheet is available** to assist with this process, if needed. EMWS staff can also assist with this process upon request.

*When do I need to complete the reporting form?*

As soon as possible, once you receive information about a positive test result. There are three time-based reporting requirements which begin once you become aware of the positive COVID-19 test result.

*What are the three reporting requirements?*

1. The employer must inform employees that work in the same area that a coworker (this cannot include employee's name) has tested positive for COVID-19 within 24 hours of knowledge of the result.
2. The employer must notify VDH of a positive workplace test result. This will be done within 24 hours of knowledge of the test result by EMWS.
3. The employer must notify VOSH of three or more positive cases in the same work area within 14 days. This must be done within 24 hours and will be maintained and reported (when necessary) by EMWS.

*What if I am not certain that the employee has received a positive test result?*

Do not report a case unless the employee or a testing /healthcare entity indicates that the employee has tested positive for SARS-CoV-2 /COVID-19.

*Where do the submitted forms go?*

Access to the data from each form is restricted to EMWS staff. It will be handled in the same, appropriate manner as any other accident or injury reports with medically-sensitive information.