

NOTICE FOR STATE AND LOCAL GOVERNMENT EMPLOYERS

This notice outlines reporting requirements and recordkeeping guidance for Illinois state and local government employers in relation to COVID-19 workplace exposures. While employers may have difficulty making determinations about whether employees contracted COVID-19 due to an exposure at work, they are obligated to comply with Illinois OSHA's reporting requirements and maintain accurate injury and illness records.



Reporting Requirements

State and local government employers must report all work-related fatalities within eight (8) hours and all work-related hospital admissions, amputations, and losses of an eye within twenty-four (24) hours to Illinois OSHA by calling 217-782-7860. Employers are required to report a COVID-19 related fatality if the fatality occurs within 30 days of an exposure to SARS-CoV-2 at work. Employers are required to report a COVID-19 related hospital admission if the hospital admission occurs within 24 hours of an exposure to SARS-CoV-2 at work. While failure to report a fatality or hospital admission may result in a citation, there is no harm in an employer reporting an incident that is later determined not to be a reportable incident.

In most cases, Illinois OSHA will initiate an investigation or inspection as a result of an employer report. The investigative process may reveal or more clearly identify a work-related exposure. In this situation, Illinois OSHA may review the circumstances of the exposure to determine if a violation of the Illinois Occupational Safety and Health Act occurred. Alternatively, the investigative process may reveal that the exposure occurred outside of the workplace. In this situation, Illinois OSHA would close the investigation or inspection.

Recordkeeping Guidance

Under Illinois OSHA's recordkeeping requirements, COVID-19 is a recordable illness and employers are responsible for recording cases of COVID-19 if: (1) the case is a confirmed case of COVID-19, (2) the case is work-related as defined in [56 Ill. Adm. Code 350.270](#), and (3) the case involves one or more of the general recording criteria set forth in [56 Ill. Adm. Code 350.290](#).

COVID-19 is a respiratory illness and should be coded as such on the OSHA Form 300. Because this is an illness, if an employee voluntarily requests that his or her name not be entered on the log, the employer must comply.

Recording a COVID-19 illness does not, of itself, mean that the illness is definitively work-related or that the employer has violated any OSHA standard. In all events, it is important as a matter of worker health and safety, as well as public health, for an employer to examine COVID-19 cases among workers and respond appropriately to protect workers, regardless of whether a case is ultimately determined to be work-related.

Questions and Assistance

Employers with questions or concerns regarding reporting requirements or recordkeeping guidance related to COVID-19 can contact Illinois OSHA at 217-782-9386 or DOL.safety@illinois.gov.