

SUBJECT: 2019 Coronavirus Disease (COVID-19) and Workers' Compensation	Effective Date: 4/2/2020	Procedure Number: FS 2020 FS0039	
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	Responsible Authority: Associate Vice President, Administration and Finance (Facilities & Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all Facilities & Safety employees.

PROCEDURE STATEMENT:

The 2019 Coronavirus Disease (COVID-19) is a highly contagious respiratory illness. Under certain circumstances, claims meeting specific criteria for exposure may be considered compensable under Workers' Compensation, per section 440.151, Florida Statutes. AmeriSys is responsible for determining if a COVID-19 claim is eligible for payable benefits under Workers' Comp. AmeriSys will evaluate cases with a confirmed diagnosis and investigate if the exposure resulted through the course of employment.

It is the policy of the university to address all job-related injuries or illnesses appropriately. When reporting an on-the-job injury or illness, it is the supervisor and employee's responsibility to complete the required reporting forms and contact AmeriSys, whether or not the employee seeks treatment.

DEFINITIONS:

AmeriSys: the medical case manager for all Workers' Compensation claims.

2019 Coronavirus Disease (COVID-19): A respiratory illness that can spread from person to person. There is currently no vaccine to prevent coronavirus disease.

PROCEDURES:

On-the-job injuries or illnesses should be reported to AmeriSys, whether or not the employee wishes to seek medical care. This should be done by the supervisor and employee, if available, as soon as possible.

1. When a confirmed case of COVID-19 is identified at the university, management will assess their workforce to determine exposure risk and potential interaction with the infectious person/s.


2. Management will immediately notify employees identified as having a potential exposure risk with the confirmed COVID-19 person(s).
3. Employees may choose to file a “report only” claim with AmeriSys. Claims will be evaluated for treatment if the employee meets the criteria determined by AmeriSys. The following steps should be taken if filing a “report only” claim or filing a claim for the first time after receiving a confirmed diagnosis.
 - a. Complete the Accident Report or Near Miss Form.
 - b. The Workers’ Compensation – New Claim Reporting Worksheet for AmeriSys can be used as a guide when calling AmeriSys.
 - c. Call AmeriSys at 800-455-2079 to report the illness.
 - d. The Accident Report or Near Miss Form should be forwarded to FSHR@ucf.edu as soon as possible.
 - e. If an employee receives a confirmed diagnosis, they should contact their AmeriSys Nurse Case Manager directly at 800-427-3590, EXT. 1528.
 - The employee should notify his or supervisor immediately
 - The employee’s Supervisor(s) should notify FSHR immediately
4. Due to the highly evolving situation surrounding COVID-19, Facilities and Safety will be adhering to the guidance made available by the University when reviewing an employee’s return-to-work status. This information can be found on the HR FAQ regarding the 2019 Coronavirus Disease: specifically, the “Responding to Illness due to COVID-19” section.

RESOURCES:

Accident Report or Near Miss Form: <https://hr.ucf.edu/current-employees/leave-and-general-attendance-information/>

HR Frequently Asked Questions Regarding the 2019 Novel Coronavirus:
<https://hr.ucf.edu/files/HR-FAQ-Coronavirus-2March20.pdf>

Workers’ Compensation – New Claim Reporting Worksheet for AmeriSys:
https://hr.ucf.edu/files/New_First_Report_Of_Injury_Form.pdf

Approved By:	Date Approved:
	4/2/2020
Duane Siemen Interim Associate Vice President Administration and Finance Facilities and Safety	

Revision Log

Version	Description of Changes	Date
0	Original approved procedure	4/2/2020