

Filing a Workers' Compensation Claim for COVID-19

If an employee contracts COVID-19 while in the workplace, they will need to go to ECOMP in order to file their OSHA-301 Form as well as their CA-1 or CA-2 Form; the link for ECOMP is www.ecomp.dol.gov.

The employee will need to create an account and file their OSHA-301 form first; then click continue and file the CA form. They must click the continue button to file the workers' compensation claim form; if they do not, a claim will not be created. The employee will need to ensure they input their supervisor's email address correctly or it won't be sent to the manager for completion of their part of the claim. In order to file a COVID Claim, the employee should select the option for COVID:

To file a form for injury or illness:

- 1 Claim benefits using either form **CA-1 (for Traumatic Injury)** or form **CA-2 (for Occupational Disease)**. Pending review of your claim, you may receive a FECA Case Number. If you are filing a claim for COVID-19, use FORM CA-1 COVID-19. (?)

FILE CA-1 OR CA-2

FILE CA-1 COVID-19

There will be 2 ECN's assigned; one for the OSHA form and one for the workers' compensation form. These are not to be confused with the claim number that will be assigned by DOL and sent to the employee via letter.

The manager will get 2 separate emails from the ECOMP system to complete the manager's portion of the claim for the OSHA form and then the CA form.

Below is information directly from the U.S. Department of Labor/Office of Workers' Compensation Programs:

The American Rescue Plan Act of 2021 ([section 4016](#)) makes it easier for federal employees diagnosed with COVID-19 to establish coverage under the Federal Employees' Compensation Act. A federal employee diagnosed with COVID-19 who carried out duties that required contact with patients, members of the public or coworkers within a covered period of exposure prior to that diagnosis, is deemed to have an injury proximately caused by their federal employment. Benefits paid for these claims will not be included in the agency's chargeback bill.

On or about March 26, the Office of Workers' Compensation Programs (OWCP) will be enhancing ECOMP to facilitate COVID-19 claims. While the CA-1 claims filing process will not change, ECOMP

has been enhanced with helpful tool tips for both the injured worker and the employing agency if a CA-1 is filed for a COVID-19 claim. Additionally, certain information will be pre-populated once the filer indicates that the CA-1 is for a COVID-19 injury.

ECOMP PROMPTS/GUIDANCE FOR CLAIMANTS

Claimant portion of the CA-1: Claimants will be advised they must use FORM CA-1 for COVID-19 claims. Helpful tool tips and certain injury data will be visible or pre-populated to assist the filer navigate through the workflow of filing a CA-1 for COVID-19.

- **Question 10 - Date and Time Injury Occurred.** The claimant should enter the last date he/she was exposed to other people (such as patients, members of the public, or coworkers) in the work setting, prior to the onset of COVID-19 symptoms or a COVID-19 positive test result. **The claimant should not use a date where they were teleworking.**
- **Question 13 - Cause of Injury.** The claimant will be asked to explain who he/she was exposed to in the work setting (including members of the public, coworkers, patients, etc.), and the frequency and nature of those interactions. Interactions while teleworking should not be included.
- **Question 14 - Nature of Injury.** The claimant should explain why he/she is filing the claim. For example, has he/she experienced symptoms he/she believes are attributable to COVID-19? If so, the claimant should describe and provide the date the symptoms began. Has the claimant received a positive COVID-19 test result? If so, what is the date of that test? If the claimant has communicated with or seen a medical professional, describe that contact.
- **Upload Attachments Option.** The claimant should upload a copy of a positive COVID-19 test result and any documentation of contact with a medical professional. If not available at time of filing, the claimant should upload within 10 days of filing. Failure to do so could affect the claimant's entitlement to benefits, including Continuation of Pay (COP).

ECOMP PROMPTS/GUIDANCE FOR SUPERVISORS

Supervisor Portion of the CA-1. In COVID-19 claims, agencies are provided with specific questions that deviate from the routine process as outlined below:

- **CHALLENGES:** If a supervisor disagrees or wants to challenge the claim, he/she will have the opportunity to do so prior to Certifying the Form. To challenge, the supervisor will need to upload a specific statement explaining the challenge and providing additional factual details to support the challenge. In making challenges, be mindful that under the new provisions, **a claimant need not have close, frequent or sustained contact with patients, coworkers or members of the public. Nor does the claimant need to show that any of those contacts had COVID-19.** The new provisions do **not** apply for telework.
- **Question 28 - Performance of Duty (POD).** The employing agency is advised to only indicate the employee is not in POD if the employee was not working or teleworking on the date of injury, or if the supervisor disagrees substantively with the employee's description of injury.

- **Question 30 - Third Party Liability.** The answer to this question will default to no third party liability for COVID-19 cases.
- **Anatomical Location, Nature of Injury, Cause of Injury.** These fields will be auto-filled with COVID-19 related codes.
- **Question 35 - Agreement with the Employee.** The employing agency will be advised to only indicate “no” if the employee was not working or teleworking on the date of injury, or if the supervisor disagrees substantively with the employee’s description of injury.
- **Question 36 - Controversion of COP.** The employing agency will be advised to only controvert COP if one of the specific nine regulatory reasons applies. That reason must be selected and explained.
- **CA-16:** The employing agency is prompted to provide a CA-16 if they do not substantively dispute the employee’s description of Cause and Nature of Injury, and if the claim was submitted within 1 week of the Date of Injury, or the date the employee had symptoms of COVID-19 or received a positive test result. Issuing the CA-16 will allow the claimant to obtain the necessary test to confirm COVID-19 and receive medical treatment, if indicated.

For a video tutorial on how to file a Claim for COVID, please go to [OWCP - U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/eis/owcp).

If assistance is needed at any time in the completion of the workers’ compensation claim form, you can contact the Workers’ Compensation Center at 800-234-8323.