

INVESTIGATION CHECKLIST FOR ALLEGED WORK-RELATED COVID-19 EXPOSURE – SAMPLE QUESTIONS

- Where was the employee working?
 - With how many coworkers?
 - What types of interactions was the employee having with coworkers?
- Where was the employee delivering?
 - Get chronology of employee's route, delivery stops, and interactions with people
- Was the employee delivering to homes? Businesses? Any groups of people?
- What steps had the employer taken to protect employee?
 - Policies, procedures, action plan?
 - Did the employee strictly comply with these steps? Any exceptions?
 - Did the employee take any additional precautions?
 - When did the employee start taking these precautions at work?
- Within two weeks of developing symptoms, did the employee have close contact with anyone delivering to?
 - How often?
 - Did any of the customers appear sick?
- Outside of work, does the employee know anyone who has been diagnosed with COVID-19? Or know anyone who has been sick with COVID-19 symptoms?
 - What kind of contact has the employee had with these people? When? How often?
 - Who does the employee live with? What do the employee's housemates do for work? What kind of precautions are the employee's housemates taking?
 - Is the employee visiting family or friends? When? How often? What do the family or friends do for work?
- Is the employee going out in public? For what reasons?
- What precautions is the employee taking in their personal life?
 - Does the employee use gloves? Masks? Etc.?
 - When did the employee start taking these precautions?
 - Does the employee take these precautions every time they go out in public?
 - Has the employee traveled out of state? If so, where?
- When did the employee's symptoms start?
- Where does the employee live? Is it a hot spot for community transmission of COVID-19? Check your state's website for situation updates and statistics. Here is Minnesota's <https://www.health.state.mn.us/diseases/coronavirus/situation.html>
- What type of home does the employee live in? Home or apartment building?
- Where has the employee treated? Virtually and in person.
 - What tests were performed?
 - What diagnoses were given?
- Obtain and review medical records.
- Review any social media posts.