

STATE OF MAINE

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**

**Bureau of Human Resources**

**Office of Employee Health and Wellness**

**Workers’ Compensation**

**114 State House Station**

**Augusta, ME 04333-0114**

*Janet T. Mills, Governor Shonna Poulin-Gutierrez, Executive Director*

*Kirsten LC Figueroa, Commissioner*

**Workers’ Compensation Protocols for**

**Reporting COVID-19 & Vaccine Claims – updated 5/24/2021**

**State of Maine Employee Tests Positive for COVID 19**

* Employee reports to HR or Supervisor that they tested positive for COVID 19.  If the Employee indicates that they believe their diagnosis is a result of their work activities or work environment a FIRST REPORT OF INJURY MUST BE COMPLETED.
* Employee reports to HR or Supervisor that they tested positive for COVID 19 but does not state or indicate that their diagnosis is a result of their work activities or work environment then NO FIRST REPORT OF INJURY IS REQUIRED.

**When HR learns a Positive COVID 19 individual may have exposed an employee at work**

* If the employee who is exposed is instructed to work remotely and is NOT TESTED, an INCIDENT ONLY FIRST REPORT OF INJURY IS REQUIRED.
* If the employee is exposed and is instructed to work remotely and IS TESTED, A MEDICAL ONLY FIRST REPORT OF INJURY IS REQUIRED.
* If the employee is exposed and is instructed to QUARANTINE AT HOME AND IS UNABLE TO WORK REMOTELY, A LOST TIME FIRST REPORT OF INJURY IS REQUIRED.

**If an employee expresses a medical concern caused by the work environment associated with COVID 19, a First Report of Injury must be completed.**

**Notifications of Positive COVID 19 employees**

When the Department directs employees to be tested for COVID 19 as a result of a possible exposure from work, our office will need to be notified if any of those employees’ tests come back positive.

**When HR learns an Employee may have experienced negative reaction to vaccine**

* If the employee received the vaccine through their primary care provider or clinic NO FIRST REPORT OF INJURY IS REQUIRED UNLESS the Employee claims the need for the vaccine/and or the adverse reaction are related to their work.