

# WORKERS' COMPENSATION & COVID-19:

## Know your Reporting Rights & Responsibilities

# COVID-19

When an injury or illness happens on the job, the **Workplace Safety and Insurance Board (WSIB)** provides compensation such as wage-loss benefits, medical coverage and support to help people recover and get back to work.

### CLAIMING WORKERS' COMPENSATION FOR COVID-19:

If you have been diagnosed with COVID-19<sup>(i)</sup> and believe you may have contracted this illness in the course of your employment, you must take the following 3 steps to claim for compensation:

#### 1) SEEK MEDICAL ATTENTION

- » Go to a healthcare professional<sup>(ii)</sup>.
- » Make sure to inform the treating healthcare professional that you may have been exposed at work.
- » The treating healthcare professional will complete a **Health Professional's Form (FORM 8)** which they will send immediately to the WSIB.
- » Discuss options for alternative work, modified work or use of appropriate personal protective equipment (PPE), if applicable, with your healthcare professional.
- » Follow your healthcare professional's advice.

#### 2) REPORT TO YOUR EMPLOYER<sup>(iii)</sup>

- » If you needed medical attention (this includes being screened for COVID-19).
- » If you are not able to go to work (if you have been diagnosed with COVID-19 and have been advised by your healthcare professional to adhere to strict self-quarantine protocol or if you are hospitalized).
- » If you have some symptoms but are able to work from home while in quarantine.
- » Your employer is required to complete an **Employer's Report of Injury/Disease Form (FORM 7)** which they must send to the WSIB within 3 days.

#### 3) FILE A CLAIM WITH THE WSIB

- » You must report your illness to the WSIB by completing a **Worker's Report of Injury/Disease Form (FORM 6)**<sup>(iv)</sup>.
- » The **FORM 6** is available on the WSIB's website: [https://www.wsib.ca/sites/default/files/2019-02/0006a\\_fs\\_09\\_15.pdf](https://www.wsib.ca/sites/default/files/2019-02/0006a_fs_09_15.pdf). You can print the form and fax or mail it to the WSIB. Alternatively, you can call the WSIB and have one mailed to you.
- » The WSIB also provides an option to file your Form 6 online: [https://eservices.wsib.on.ca/portal/server.pt/community/eform\\_6/209](https://eservices.wsib.on.ca/portal/server.pt/community/eform_6/209)
- » You can ask a friend, family member, union representative or other adult to help you complete the Form 6.

### WHAT HAPPENS NEXT?

Once all the reporting requirements have been met, the WSIB will review your claim for compensation. If further information is required, the WSIB will contact you.

To notify you about your entitlement to compensation, the WSIB may call you or your authorized representative. They will also send you a written decision letter.

If you do not agree with the decision of the WSIB, you have the legal right to object to their decision.

**To object to a WSIB decision**, workers must send the WSIB their objection in writing within 6 months of the date of the decision letter<sup>(iv)</sup>.

To object to a WSIB decision, workers can complete the **Intent to Object Form (ITO)** which is available on the WSIB's website: [https://www.wsib.ca/sites/default/files/documents/2019-01/2397a\\_06\\_14\\_fs.pdf](https://www.wsib.ca/sites/default/files/documents/2019-01/2397a_06_14_fs.pdf)

For assistance completing the ITO Form please contact:

- » Your Union
- » The Ontario Federation of Labour (OFL):  
**1-800-668-9138**
- » The Office of the Worker Adviser (OWA):  
**1-800-435-8980**

<sup>(i)</sup> If you believe you have been exposed to coronavirus, but do not yet have a diagnosis, please refer to our fact sheet entitled "Exposure Reporting: Coronavirus in the Workplace."

<sup>(ii)</sup> In an effort to curb the spread of COVID-19, many healthcare professionals have adjusted their practice protocols. Please check with your healthcare professional or local hospital to ask about their COVID-19 screening protocol **BEFORE** accessing these facilities.

<sup>(iii)</sup> If you belong to a union, you may want to advise your union representative that you may need assistance regarding:

- » Time off to recover from or,
- » Modified work related to a COVID-19 diagnosis.

<sup>(iv)</sup> To report illness or injury to the WSIB, or to object to a WSIB decision, workers are required by law to do so within 6 months; however, due to the COVID-19 emergency all procedural time limits have been suspended effective March 16, 2020. Despite this suspension, workers are advised **NOT TO DELAY** reporting or filing objections.

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