Sample COVID-19 Log

The OSHA COVID-19 Healthcare Emergency Temporary Standard (ETS) requires healthcare providers to maintain a log to record each instance identified by the employer in which an employee is COVID-19 positive, regardless of whether the instance is connected to an exposure at work. Use this sample document to satisfy this requirement.

Information must be recorded within 24 hours of the employer learning the employee is COVID-19 positive. It must be maintained as though it is a confidential medical record and must not be disclosed except as required by the ETS or other federal law.

Employee name	Contact information	Occupation	Work location	Last day at workplace	Date of positive COVID-19 test	Date of first COVID-19 symptoms