

To report a positive case of COVID-19, follow the below steps to **Report a Safety Incident**.

1. Visit the “My Team Management” Application on your Workday Home Screen.
2. Under **My Team**, identify the associate and use the related actions button next to their name.
3. Hover over **Safety Incident**.
4. Select **Report Safety Incident**.

Complete the Safety Incident with all Required Information

5. **Associate’s Location**
6. **Reported By**
7. **Initially Reported To**
8. **Incident Date and Time**
9. **Type: COVID – 19**
10. **Summary:** Provide all pertinent details about this COVID-19 Case

11. Under **Notes and Files**: Use the + symbol to add a row to enter any additional notes (Optional)
12. Under **Attachments**: Use the “Select Files” to attach any necessary documents. (i.e. test results, Dr. notes, etc.)

Involved Parties are any Essex Associates that have reported a positive COVID-19 Result or may have been involved / potentially exposed.

13. Click on “**Involved Parties**” to view additional Tab.
14. Use the chevrons to expand optional data sections.
15. Use the “**Add**” Button to add any additional **Involved Parties**.

Note: When Submitting, at least 1 Involved Party is required.

When you have completed adding all necessary details – Click **Submit** to route this to HR.

What to Expect Next? Immediately, after submitting this task, you will receive an e-mail with additional questions. Please reply to this e-mail **as soon as possible** otherwise, the COVID taskforce will not be alerted.

Other Tasks:

- Use the “My Team Management” Application to **View Safety Incident**
 - Use the related actions to make any necessary updates.

(My Team Management Application > View > View Safety Incident)