



Update: COVID-19 Exposures

Due to the continued coronavirus threat, we are providing the following update from TNAA about COVID-19 and providing instructions in the event of exposure. TNAA's first priority is the safety of our travelers.

Instructions Following COVID-19 Exposure

1. If you are exposed to COVID-19 while at work, please follow the instructions below:
 - Immediately notify the facility and follow facility protocol for the exposure.
 - Seek testing as soon as possible and treatment, if needed.
 - Notify TNAA at HRTrav@tnaa.com.
 - If you need information on FMLA or EAP, please email HRTrav@tnaa.com.
 - Call Gallagher Bassett's Injury Line at (855) 310-3718 to report a workplace exposure. However, if you were working in Washington, North Dakota, Ohio, or Wyoming at the time of your exposure, please see page 2 for further details for reporting your exposure.
2. If you are exposed to COVID-19 outside of work, please follow the instructions below:
 - Immediately notify the facility and follow facility protocol for the exposure.
 - Seek testing as soon as possible and treatment, if needed.
 - Notify TNAA at HRTrav@tnaa.com.
 - If you need information on FMLA or EAP, please email HRTrav@tnaa.com.
3. Please complete the COVID -19 Questionnaire sent to you via email.
4. If you have any questions, please contact Human Resources at hrtrav@tnaa.com. This is the fastest way to communicate. Every effort will be made to respond in 24 hours, although nights and weekends may result in a slightly longer response time.

Missed Time from Work Due to COVID-19

1. If you miss time from work and you have sick leave available to use, please follow the instructions provided to you upon acceptance of the assignment to utilize your sick leave.
2. If you are uncertain how much sick leave is available to you, please contact TNAA's Human Resources Department at hrtrav@tnaa.com. Missed shift adjustments will be made while using sick leave.
3. If you miss time from work due to a work-related COVID-19 exposure and have an approved workers' compensation claim, you will receive wage replacement for lost wages related to time away from work.



Monopolistic States

In a few jurisdictions coverage is provided by a monopolistic state fund. We pay into their state fund instead of our insurance carrier. They are the sole provider to any work-related injuries/illnesses that occur in their state.

If you are exposed while at work, please make sure you are reporting directly to the applicable state link provided below if you are in a monopolistic state.

Instructions on How to File

Washington

- Claims must be initiated by the doctor's office/visit. When you are seeking treatment, you MUST inform the physician office that you were injured on the job, and they need to file a claim with Labor & Industries of Washington.
- WA receives claims information/requests by mail. You can register at Washington Labor & Industries to receive claim information electronically.

North Dakota

- You must report injury online at <https://www.workforcesafety.com/WSI/OFROI/>.

Ohio

- Employees are restricted to using a certified provider of the Ohio Bureau of Workers' Compensation <https://www.bwc.ohio.gov/basics/guidedtour/generalinfo/generalinfo25.asp>.
- To initiate the claim, first report of injury must be reported at <https://www.bwc.ohio.gov/bwccommon/forms/froi/default.asp>.

Wyoming

- You must report injury online at <http://wyomingworkforce.org/workers/workerscomp/>.

** DISCLAIMER: While TNAA will make every effort to pay missed time from work, this is solely dependent on the need for quarantine of the traveler resulting in missed time, as well as the facility. We ask for your patience with TNAA as we work through this process with the facility to advocate on your behalf. Again, our main concern is the safety of our travelers. As a traveler, your most important responsibility is to follow your facility's policy and practices, seek treatment ASAP, and to communicate with the facility and TNAA. If you have any questions or need assistance, please contact TNAA.*