



Canadian Union of Public Employees  
Local 1263

Hello CUPE Local 1263 Member

My name is Tammy Howell, and I am the WSIB/Return to Work Officer for CUPE Local 1263. I am sorry to hear that your home is in COVID-19 outbreak. It is important that you complete the WSIB Worker's Exposure Incident Form if you have not tested positive for COVID-19 but have been exposed as there are timelines to report. Please include the date Public Health declared your home to be in outbreak.

1. Complete the employee incident report to start the paper trail with the employer.
2. Complete the WSIB Worker's Exposure Incident Form. Once the exposure form is completed fax it to WSIB 1-888-313-7373

If you test positive for COVID after the exposure, and wish to start a WSIB claim, please complete the Form 6. The completed Form 6 is sent to WSIB 1-888-313-7373 (please attach copy of the positive test result and the employee incident report with your social insurance number on each page) and given to your employer. Also inform your Health Care Provider you tested positive for COVID and ask your HCP to complete a WSIB Form 8. Page 2 is sent to EHS.

If you have any questions or concerns, need assistance completing paperwork, please do not hesitate to call me. I can be reached at (905) 732-4989, (289) 821-1884 (cell) or [wsib@cupe1263.ca](mailto:wsib@cupe1263.ca)

Take care,

Tammy Howell

WSIB/RTW Officer

CUPE Local 1263