



Headline: **New COVID-19 Self-Reporting Tool now available**

Tag: *Reporting COVID-19 illness or close contact just got easier with a simple online tool.*

Are you experiencing COVID-19-like symptoms?

Are you confirmed or presumed to have COVID-19?

Have you been in close contact for longer than 15 minutes with someone who has tested positive for COVID-19?

If any of these applies to you, it's important to report the matter immediately to your supervisor and BNSF in order to prevent the spread of the virus and apply for required leave.

[Go to COVID-19
Self-Reporting Tool](#)

With this new COVID-19 Self-Reporting Tool, you now have another option available to you to notify us of your conditions.

Options for self-reporting COVID-19

- 1 Seek medical attention if you're sick
- 2 Notify your supervisor as soon as possible

3

- Complete form on new COVID-19 reporting tool*

The tool will automatically trigger the additional notifications

OR

- Have your supervisor email COVIDCaseReporting@bnsf.com
- Notify LeavesAdmin@bnsf.com (scheduled employees only)

 *Requires Chrome browser

The new reporting tool will guide you through the reporting process. Once you have completed the brief online form, you will receive an email confirmation and a series of processes are kicked-off automatically. These include requesting COVID-19 related leave, contact tracing and/or follow-up case management. The appropriate Medical and Labor Relations teams will be notified and contact you directly with more information and instructions.

If you prefer, you can still follow the original process [which is described here](#).

The information you provide is confidential and only accessible to the required personnel within our Medical and Labor Relations departments and supervisor leadership.

Read this: Accessing the tool for the first time

You will be prompted to login with your employee ID and normal Windows password, and then multi-factor authenticate. If you're accessing the tool from your phone, you may then be prompted to click an "authenticate" button to proceed. You may need to do this up to three times.

Where to find the BNSF COVID-19 Self-Reporting Tool

You can find the COVID-19 Self-Reporting Tool in a few locations:

- [COVID-19 site on the employee portal](#) (Note: The tool only works using a Chrome web browser)
- Workforce Hub
- [BNSF Connect](#) Quick Links