

## Reporting Employee Related COVID-19 Positive Tests

**SB 1159 MANDATES ALL EMPLOYERS TO REPORT ALL EMPLOYEE RELATED COVID-19 POSITIVE TESTS OR ORDERS TO CLOSE LOCATIONS TO THEIR INSURANCE ADMINISTRATOR ON A CONTINUOUS BASIS FROM JULY 6, 2020 UNTIL JANUARY 1, 2024.**

The “Go-Forward COVID-19 Employer Reporting,” form must be completed if the illness is work related or not. If the employee indicates the illness is work related, a workers’ compensation claim form must also be provided and reported per normal claim reporting protocols, in addition to completing the applicable reporting form.

If a work location is ordered closed or your employee tested positive on or after September 17, 2020, you have 3 business days to submit your report to your insurance administrator. (Go-Forward COVID-19 Employer Reporting Form)\*

**These requirements do not apply to employers with 4 or fewer employees.**

\*You must complete a separate reporting form for each employee that has tested positive for COVID-19

**Pacific Compensation Insurance Company**

Policyholders please submit the completed form to:  
COVIDREPORTS@pacificcomp.com.

**Alaska National Insurance Company**

Policyholders please submit the completed form to:  
SFO\_claims@alaskanational.com.