

## 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, 2023.**

The applicable reporting form, “Retroactive COVID-19 Employer Reporting” or “Go-Forward COVID-19 Employer Reporting,” 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.

1. If a work location was ordered closed or your employee has tested positive from July 6, 2020 through September 16, 2020, you have up until October 30, 2020 to submit your report to your insurance administrator. ([Retroactive COVID-19 Employer Reporting Form](#))
2. 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](mailto:COVIDREPORTS@pacificcomp.com).

**Alaska National Insurance Company**

Policyholders please submit the completed form to:  
[SFO\\_claims@alaskanational.com](mailto:SFO_claims@alaskanational.com).