

# California SB1159

## REPORTING REQUIREMENTS

Effective September 17, 2020, the California legislature passed the SB 1159, which implements new reporting requirements related to COVID-19 for California employers with 5 or more employees. This bill is in effect for any COVID cases from 07/06/2020 through 01/01/2023.

Under this legislation, employers must notify their Claims Administrator when they know, or reasonably know, that a California employee has tested positive for COVID-19 regardless of the case being personal or work related.

CoAdvantage will assist clients in this process by receiving the reports from the client and forwarding the necessary information to our Claims Administrator (CCMSI).

In addition to notifying CoAdvantage, Clients will still need to track any COVID positive California employees for their records and reporting to any other agencies as required under this bill.

### No reporting is required for the following:

- Employees working from home (excluded under this requirement)
- Client locations with less than 5 employees (excluded under this requirement)

### Reporting Requirements

#### July 6, 2020 through September 17, 2020

Positive COVID test results for any employees you are made aware of during this date range must be reported to the Claims Administrator **within 30 business days** (assuming business days are Monday-Friday, the deadline would be October 28, 2020).

You should report the positive COVID test result to CoAdvantage and CoAdvantage will report this information to our Claims Administrator on your behalf.

- 
- 1. Email your report to **claims@coadvantage.com**
  - 2. In the subject line of the email put **CA COVID Notification**
  - 3. **Include the following information in the email** (please use the Notification spreadsheet provided):
    - Client Number
    - Client Name (full company name including DBA)
    - Client Contact name and phone number for follow up questions related to this report
    - Date the employee tested positive (*this is the date the specimen was collected for testing not the date the employee received the results*)
    - Employee Name
    - Address of all locations where the employee worked for 14 days prior to their positive test result.
    - The highest number of employees on any one given day working at the same location(s) where the COVID positive employee worked for the period starting 7/6/2020 up to the date the employee tested positive for COVID (*this is the date the specimen was collected for testing not the date the employee received the results*). If the employee worked at multiple locations, provide information for each location.

**Example:** Employee works at Location 1. Employee reported a positive COVID test result on 8/1/2020. Employer would have to provide the highest count of employees working at Location 1 between 7/6/20 and 8/1/2020.

**September 17, 2020 up to January 1, 2023**

Positive COVID test results for any employees that you are made aware of during this date range must be reported to the Claims Administrator **within 3 business days** from when the employer has knowledge of the positive test result.

You should report the positive COVID test result to CoAdvantage and CoAdvantage will report this information to our Claims Administrator on your behalf.

- 1. Email your report to **claims@coadvantage.com**
- 2. In the subject line of the email put **CA COVID Notification**
- 3. **Include the following information in the email**  
(please use the Notification spreadsheet provided):
  - Client Number
  - Client Name (full company name including DBA)
  - Client Contact name and phone number for follow up questions related to this report
  - Date the employee tested positive  
*(this is the date the specimen was collected for testing not the date the employee received the results)*
  - Employee Name
  - Address of the location(s) at which the employee worked
  - The highest count of employees working at the same location(s) as the COVID positive employee for the 45 calendar days prior to the last day the employee worked at each location.

**Employers could be subject to a civil penalty of up to \$10,000 for failure to report or for submitting false/misleading information under this requirement.**

**Please note, this process is ONLY for notifying CoAdvantage of California employees who have reported positive COVID test results to their employer as specified under SB 1159.**

**This process is NOT for reporting a COVID related workers' compensation claim.**

For COVID related workers' compensation claims continue to follow our standard reporting procedures outlined in the Claims Reporting Packet available on CoAdQuantum and CoAd360.

If you are a client who maintains their own workers' compensation policy as a workers' compensation carve out, you will need to submit any COVID positive notifications or claims to the carrier that issued your policy.

**Need additional guidance and support?**

If you have any questions please contact your HR Account Executive or you can email the CoAdvantage Claims team at **claims@coadvantage.com**