

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
DIVISION OF SAFETY, SECURITY & EMERGENCY PREPAREDNESS**

**BRIAN KATZ
CHIEF SAFETY & SECURITY OFFICER**

Signatures on File

July 27, 2020

TO: All District Staff

FROM: Brian Katz, Chief
Chief Safety & Security Officer

SUBJECT: **EMPLOYEE CONFIDENTIALITY AND COVID-19**

As a reminder – all employee medical information is confidential.

In these challenging times of increasing COVID-19 cases, selected BCPS staff will need to receive and disclose information about employees' COVID-19 testing (including test status – awaiting confirmation of the result – as well as the final result). For example, these staff members may need the information to coordinate cleaning and disinfecting procedures at their school or location. In addition, medical information may be needed to determine eligibility for sick leave benefits. These are just two examples of how COVID-19 information is used and disclosed on a need-to-know basis, and federal and state law permits such uses and disclosures.

It is imperative that employee privacy rights be respected when medical information is shared. BCPS staff in possession of confidential information must ensure that it is safeguarded and not made accessible to those who do not need it to do their jobs. (Please note, specific medical information about an employee is not maintained in the employee's personnel file, supervisor's site file or department payroll files.)

Furthermore, all employees are expected to act in a professional manner when on the job as well as outside of the workplace. Professionalism is needed to maintain a healthy work environment and not disrupt day to day operations. Employees should not have discussions about other employees' medical information, including COVID-19 status. As representatives of the District, employees should also refrain from publicizing their own status in the workplace or on social media.

Should you have any questions or concerns regarding the confidentiality of your private information, or another employee's, contact the **Risk Management Department at (754) 321-1900**.

BK/AS/BM/TN/AH/TS/KB:lm

c: Cabinet

Senior Leadership Team

Aston Henry, Director, Risk Management Department

Todd Sussman, Privacy Officer, Risk Management Department