

To: All users

From: Kelly Chase, Chief Privacy Officer

Date: April 2, 2020

Re: Bulletin #17a: COVID-19 Privacy Reminder – Apr 1 2020

Employee absences related to COVID-19

As a Horizon Health Network employee, you are subject to the Personal Health Information Privacy and Access Act, and Horizon's Confidentiality Policy. It is your responsibility to respect the privacy and dignity of patients/clients, and fellow employees.

Scenario:

You become aware that one of your co-workers is absent from work because he has been tested for COVID-19 and is waiting for his results. You are concerned about your co-worker and worried about your own health, because you have been working with him in the same work area. You tell fellow co-workers what you have learned and about your concerns.

Is this a privacy breach?

Yes, this is a privacy breach, and it is also a violation of our Confidentiality Policy.

Employees of Horizon must collect, use, and disclose personal information, and personal health information on a need-to-know basis only, and as defined or required by their role within the organization.

Employees, as part of their work, may see, hear or be given access to confidential or sensitive information about other employees, and patients. Such information is to be held in strict confidence and is not to be disclosed or discussed with anyone other than those authorized to receive such information, in the course of performing their duties.