



Privacy of Employees Health Information

The following policy is the guidelines Two Bettys Green Cleaning uses to ensure the privacy of employee's health related information.

For all employee medical related information:

- The HR Director is the only person that documents, maintains or has access to health related information for all employees.
- All documentation that pertains to employee's medical status and COVID-19 medical information will be kept in a separate file, designated as a medical file.
- All employee medical files are kept confidential and locked at all times.
- Absence tracking tools, with regard to COVID-19, are only available to the HR Director
- The HR Director will inform other staff on a need to know basis of health related absences, keeping employee privacy at all times.
- In the event of a positive COVID-19 diagnosis within the organization, the HR Director will advise employees who had close contact (less than 6 feet) for a period 48 hours prior to symptoms starting, that they have been in contact with someone that was diagnosed with COVID-19 and work through the "Informing of Positive COVID" policy. The name or identity of the employee will never be shared.
- For all other work-related health related absences or injuries, employee privacy will be upheld at all times.
- The HR Director may need to share employee medical information with public health officials (CDC or MN Dept of Health) in the event of a positive COVID-19 diagnosis.