COVID-19 Privacy Guidelines for Feinberg

No information regarding a student’s or colleague’s health status or their personal health information (PHI) should be discussed or shared, except with:

- Those in the COVID Response Team, Student Health Service, or Risk Management, who need to know to assist with contact tracing, testing, and medical case management; Or
- The Office of Human Resources Benefits Office, who may need to assist with certain aspects of medical or family leave.

A student or colleague’s PHI should not be topic of conversation within the Feinberg School of Medicine. Schools and units are prohibited from asking faculty or staff members or students to disclose any PHI. This includes soliciting the disclosure of medical diagnoses or symptoms, or the submission of laboratory results or physician documentation.

Northwestern students, faculty, and staff who believe they need to self-isolate have been directed to consult with their academic advisor or supervisor. If a student or employee comes to you in confidence regarding potential exposure to COVID-19, or testing positive, the information must remain confidential. Even though that individual voluntary shared information with you, the information remains PHI.

Any PHI that someone voluntarily submits to their supervisor should be sent to:

- The Covid Response Team for Benefits Eligible Faculty and Staff
- Office of Risk Management for all Contractors and Non-Benefits Eligible Faculty and Staff

The disclosure of staff or faculty PHI is otherwise prohibited.

Consistent with the University’s Return to Campus Policy, all Northwestern community members are required to report if they test positive for COVID-19, if they develop symptoms consistent therewith, or are self-isolating due to suspected or known exposure to COVID-19.

Information on when and how to self-isolate can be found here. Faculty and staff are expected to report this information by completing the self-isolation form.

Please follow the below guidance, if it applies:

- If an employee is experiencing symptoms or identified as a close contact by a non-University community member complete the University symptom tracker returning to work and contact the COVID Response Team at covidcasemanagement@northwestern.edu
- If an employee received COVID test results (negative or positive) from a non-University testing site, the employee should complete the self-report form found here.
- The Office of Risk Management or COVID Response Team will be in direct contact with the employee regarding next steps.
• The employee should notify their manager that they are quarantining or isolating, but is not required to provide additional details beyond that.
• After discussions with the COVID Response Team or Risk Management, the employee should notify their manager when they will be returning back to campus.
• Depending on the situation, and whether the employee is able to work remote during the self-isolation period, the employee should work with their manager on assigning tasks and responsibilities while at home.

Students who have a confirmed positive test for COVID-19 are expected to contact Northwestern Health Service (NUHS) for further instructions.

Please contact fsm-reactivate@northwestern.edu with further questions.