



City and County of San Francisco  
London N. Breed, Mayor  
San Francisco Department of Public Health  
Grant Colfax, MD, Director of Health

## San Francisco Department of Public Health Office of Compliance and Privacy Affairs

### DPH OCPA Privacy Guidelines Regarding Employees' COVID-19 Status

#### General Guidance Civil Service

DHR has issues guidelines for management staff. See "[Guidance for Departments Regarding COVID-19 and Employee Exposure Issues](#)." That guidance states that "all employee health information is private, protected. You should not share any employee's personal health information, including whether they have tested positive for COVID-19."

#### CBOs and Contractors

Employee health information is also private and protected for contractors. Disclosure of an employee's health status could be considered a violation of the Americans with Disabilities Act (Act). If an employee is confirmed to have COVID-19 infection, employers could inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality of a specific employee's health status as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC

See CDC [guidance](#) on COVID-19 and employers.

**How will you find out if an employee has tested positive?** You will be notified by the employee or DPH. You will not be formally notified if the test is negative as there is no public health need to do so. The employee will receive instructions for their healthcare from their healthcare provider,

**Do I need to notify people who work with the employee?** Generally, you should not notify all employees of a positive test. Workplace exposure, unless caring for an individual who has tested positive, is considered low risk. If it is necessary to identify the individual for contact tracing purposes/disease control, the identity of a COVID positive individual may be disclosed only to those individuals who need to know the information and only when necessary. **Civil Service:** If there are people who work in very close proximity to the employee, share equipment, or have prolonged exposure, then please call the City's nurse triage line (855-850-2249) or confer with PHD staff for a recommendation. **Behavioral Health CBOs and Contractors:** For non-urgent consultation or general COVID-19 questions/concerns, please email the **BHS COVID-19 Medical Team:** Kim Schoen at [kim.schoen@sfdph.org](mailto:kim.schoen@sfdph.org), or David Pating at [David.pating@sfdph.org](mailto:David.pating@sfdph.org).

In addition, DPH is working with UCSF to increase the number of people conducting contact tracing. These individuals will be contacting individuals who may have been exposed to an individual testing positive for COVID-19. This will further mitigate people's risk of contracting COVID-19.

Office of Compliance and Privacy Affairs, San Francisco Department of Public Health  
Office email: [compliance.privacy@sfdph.org](mailto:compliance.privacy@sfdph.org) – Office telephone: 855-729-6040

**Confidential Compliance and Privacy Hotline: 1-855-729-6040 toll-free**

**Calls may be made confidentially and anonymously – Always remember: SFDPH has a non-retaliation policy**

**References**

[CDC Guidance on COVID-19 and employees](#)

**For CCSF employees:**

**City and County of San Francisco Department of Human Resources (DHR) guidance (Must log into Sharepoint)**

[Guidance for Departments regarding COVID-19 and Employee Exposure Issues](#)

[Managing Employee Exposure to COVID-19: Guidance for Managers and Supervisors](#)