



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

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MEMORANDUM

March 19, 2020

TO: All Agencies

FROM: Laura E. Freed, Director
Department of Administration

SUBJECT: **Employee Patient Privacy and Mandatory Disclosure of COVID-19 Infection or Exposure**

All employees are required to report to their employer if they: (1) test positive for COVID-19; (2) a family or household member tests positive for COVID-19; OR (3) have been notified by local health authority that they may have been exposed to COVID-19.

Agencies should designate a point of contact to receive this information, preferably the HR Manager, who must maintain confidentiality of the information, and a protocol for notification, as appropriate, up the chain to the appointing authority.

If the employee has tested positive, the agency designee should attempt to collect the following information from the employee:

1. When the employee received the positive test result;
2. What areas they recall being in the workplace during the two-week period prior to test result or symptoms; **and**
3. Any employees they believe they had close contact with in the workplace during the two-week period prior to test result or symptoms.

Employees who have had close contact with a person with confirmed COVID-19 infection should remain away from work until the potential 14-day incubation period has expired. The appointing authority is authorized to grant paid administrative leave pursuant to the Governor's March 15, 2020, emergency declaration.

Regardless of whether the employee consents to disclosure, the appointing authority should notify employees in that person's physical office, especially any co-worker the infected employee identifies as someone with whom they had close contact, that an employee has tested positive for COVID-19 OR that an employee was in close contact with a person with confirmed

COVID-19 infection. **Regardless of whether the employee consents to disclosure, the appointing authority may NOT reveal that person's name.**

In the same notification, the appointing authority should state they have taken the appropriate remedial action by ensuring that the employee is not coming to work for at least 14 days and that the office has either been cleaned or will close to be cleaned. Any employee who is determined to have had close contact with an infected employee should be asked to stay out of the workplace for 14 days.

The appointing authority should also notify their Governor's office liaison of the confirmed case or the potentially exposed case immediately so that the Governor can authorize office closure and cleaning.