

SUBJECT: Confidentiality Policy

REVIEWED/REVISED: 8/5/2020; 8/2/2021

PURPOSE: To provide guidance on confidentiality during the COVID-19 pandemic

POLICY OWNER: President, CEO

POLICY:

Protection of student and employee identity is critical, and confidentiality of student and employee names and health records must be maintained. Disciplinary action may be taken if a student or employee has verbalized (oral or written) about another student or an employee's health condition, quarantine status, etc. outside of acceptable release of such information. Medical information, including immunization records, shall remain confidential and should not be discussed with others unless it falls under a medical provider or FERPA exception for disclosure.