



COVID-19 Reporting to DHS

Provider Staff

If you have already reported the staff illness or exposure through another process, such as the incident reporting form for changes in operations, you do not also need to report through this process.

For staff illnesses and exposures that have not been reported through another mechanism, please follow the process below.

- If a member of your staff has tested positive for COVID-19, including presumptive positive, or has been exposed to a confirmed case, notify DHS by emailing DHS-PrivacyOfficer@alleghenycounty.us (preferred method).
 - Alternatively, you may report via phone to Brian Bell, Allegheny County Privacy Officer, at 412-350-2887
 - “Presumptive positive” is when a patient has tested positive by a public health laboratory, but results are pending confirmation by the CDC.
- To ensure compliance with the confidentiality requirements of the Americans with Disabilities Act (ADA), do not identify the name of the affected staff member in your report.
- Your report should include your provider name and the essential service you provide. Please also describe steps you’ve taken in response to the staff member’s illness or exposure, including whether you’ve been able to identify and notify other staff and/or clients the affected staff had contact with in the past 14 days; any quarantine requirements you have instituted for the affected staff member; what work locations (if any) the staff member has visited in the past 14 days; any requirements in place for the staff member to return to work if taking illness-related leave; and any other critical information.
- There is not an explicit need or obligation for you to report the staff member’s illness/exposure to the Allegheny County Health Department (ACHD); however, you should be prepared to coordinate with DHS and ACHD as needed to identify individuals the affected staff member may have had contact with.

Please note: this document only covers requirements for reporting a staff member who is positive for or has been exposed to COVID-19 to DHS. In addition to reporting the incident

to DHS, please be sure to follow all appropriate guidance from public health authorities regarding provision of services and ensuring a safe workplace.

CDC Guidance for Employers:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

ACHD Guidance for Specific Groups:

<https://www.alleghenycounty.us/Health-Department/Resources/COVID-19/Information-for-Specific-Groups/Information-for-Specific-Groups.aspx>