Case Reporting and Privacy
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March 27, 2020

Dear SE3 colleagues

I want to underscore something that was in my March blog, in case you missed it. As the virus begins to surge in our area over the next few weeks, you will inevitably hear of people who are ill or who are awaiting testing.

There are two important issues I want you to be aware of regarding this: Privacy and Reporting. This is delicate. The need to report and track is critical, yet so is the privacy of individuals who report their status to us.

If you learn of a confirmed case or someone awaiting a test result:
- **Ask the individual to self report to Stanford** following new guidelines on how to report if you are ill. With the number of cases expected to grow exponentially soon, and with a concern for both tracking and privacy, these updated guidelines were posted Tuesday evening, March 24 at Stanford Health Alerts.
- **Ask the individual to also self report their situation to their department manager** right away so that we are aware of the degree of spread within the school.

- **Do not share the names** of students, staff or faculty with confirmed cases or awaiting test results in group meetings in order to protect their privacy.
- **Do not suspend work** or close what very few work areas may still be operating without first consulting your department manager.

You may also find **this Stanford Health Alerts chart** useful in terms of gauging what to do if you suspect you are ill.

In the meantime, it is important that faculty, staff, and students alike **stay home and off campus** until the shelter order lifts. The good health of our community is my chief concern.

Steve