

REQUEST FOR COVID-19-RELATED PERSONAL INFORMATION

Policy Number: 20GS

Effective Date: 6/01/2020

Revised Date: 11/09/2020

Scope

The policy on COVID-19 Virus Testing applies to directors, officers, and members of the nonprofit organizations within the Stowers Group of Companies ("SGC" and "SGC Organizations"), including Stowers Institute for Medical Research ("SIMR") and Stowers Resource Management Inc. ("SRM"), and to individuals who make substantial use of a SGC Organization's facilities, such as post-doctoral research associates, pre-doctoral researchers and approved visitors (collectively, "Covered Individuals").

Purpose

This policy describes the SGC's requirement for Covered Individuals who are expected to be present on the SGC's campus to provide personal information related to COVID-19 to help manage the risk of COVID-19 to the Covered Individuals and others.

The request for COVID-19-related personal information is governed by the following principles.

To manage its overall response to the COVID-19 pandemic, the SGC needs comprehensive, up-to-date information about which Covered Individuals are at risk of contracting or transmitting the COVID-19 virus or unable to perform their duties because of COVID-19-related other issues.

The threat of COVID-19 transmission among individuals working on the SGC's campus requires Covered Individuals to disclose COVID-19-related personal information in order to protect the health of others.

COVID-19-related personal health care information will be handled by qualified medical professionals and exclusively used to manage COVID-19-related health risks during the pandemic.

The Graduate School of the Stowers Institute for Medical Research ("The School") is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

Policy

Agreement to disclose COVID-19-related personal information. Covered Individuals must agree to answer a standard, regularly distributed questionnaire requesting COVID-19-related personal information and provide timely updates if their responses change in between questionnaires.

Guidelines and procedures. Covered Individuals are responsible for adhering to the current guidelines and procedures associated with this policy.

Consequences of non-compliance. Covered Individuals who do not comply with this policy will not be allowed to enter the SGC's campus. For Covered Individuals who are members, if the

non-compliance results in the members' inability to perform their work duties, Administration and the Covered Individuals' supervisor will manage each situation as needed.

This policy was approved by the GSSIMR Board of Directors on June 18, 2020.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.

Policy 20GS Request for COVID-19-Related Personal Information Guidelines

1. Overview

A.	<i>What policy do these guidelines reference?</i>	Policy Number 20C “Request for COVID-19-Related Personal Information”
B.	<i>What do these guidelines cover?</i>	Requirements for Covered Individuals to disclose COVID-19 related personal information
C.	<i>Who must comply with these guidelines?</i>	“Covered Individuals,” defined as directors, officers, and members of the SGC or individuals who make substantial use of an SGC organization’s facilities.
D.	<i>What are the general requirements for Covered Individuals?</i>	Covered Individuals must agree to provide SIMR with COVID-19-related personal information to help the SGC manage its response to the pandemic.

2. Personal information requested

A.	<i>What COVID-19 personal information must be provided?</i>	<p>All Covered Individuals must provide timely information about</p> <ol style="list-style-type: none"> 1. Positive test results for COVID-19 virus, whether from a test sponsored by SIMR or otherwise 2. Close contact with someone who has tested positive for COVID-19 3. Emergence of symptoms of COVID-19 in you or a close contact 4. Failure to maintain social distancing or use proper protective measures in public 5. For members, inability to work on-site because of COVID-19-related challenges with transportation, childcare, dependent-care or risk for serious complications from COVID_19
B.	<i>How will this information be requested?</i>	If you are a member, you will receive a ServiceNow questionnaire form requesting this information at regular intervals.
C.	<i>What if my situation changes in between questionnaires?</i>	You must inform the Office of Infection Control immediately if your situation changes enough to alter one of your responses to the questionnaire.

3. Use of information

A.	<i>Which parts of the SGC will receive this information?</i>	SIMR’s Office of Infection Control will receive the responses to all questionnaires. The Office of Infection Control will maintain healthcare information, which will remain within the office. The Office of Infection Control is staffed by licensed professionals, who are trained to maintain the privacy of healthcare information in compliance with the Health Insurance
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		Portability and Accountability Act of 1996 (HIPAA). Relevant COVID-19-related, non-health-related information may be referred to Administration.
B.	<i>How will the test results be used to help me?</i>	The Office of Infection Control will work with you on a plan to manage exceptional health risks during the pandemic. Administration and/or your supervisor will work with you on a plan to manage non-health-related challenges arising from pandemic conditions.
C.	<i>How will the test results be used to help others?</i>	In addition to helping with your care, the Office of Infection Control will ask you to self-quarantine, self-isolate, or take other containment measures as appropriate. The Office will follow-up with your workplace contacts for additional testing, self-quarantine, or other measures as appropriate.
D.	<i>How will confidentiality be maintained?</i>	Your responses will be stored in a HIPAA-compatible, ServiceNow module that only accessible by the Office of Infection Control. IT, Administration, and other departments within the SGC will not have access to your responses.
E.	<i>Will the information from the questionnaire become a part of my personnel file?</i>	No. The information you provide will be used strictly to manage COVID-19-related issues. The information will not be a part of your personnel file.