

## NOTICE OF PRIVACY REGARDING WELLBEING PROGRAM

The Garrett County Public Schools (GCPS) Wellbeing Program is a voluntary wellbeing program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellbeing programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellbeing program you will be asked to complete a voluntary, Real Age test that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You are not required to complete the Real Age test.

However, employees and spouses who choose to participate in the wellbeing program will receive a Wellbeing Incentive for completing certain activities, including the Real Age test or biometric screening, and/or other non-medical activities {7 of the 9 completed Challenges or Sleep Slumber (for new hires)}, as outlined in GCPS wellbeing program communications. Although you are not required to complete the Real Age test, employees and spouses who do so (or who complete other non-medical activities as outlined in GCPS wellbeing program communications), will receive a Wellbeing Incentive (discount on their healthcare premiums).

Additional incentives may be available for employees who participate in certain health-related activities. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, or if you would prefer a non-medical alternative to earn an incentive, you may be entitled to a reasonable accommodation, reasonable alternative, or non-medical alternative. You may request a reasonable accommodation, reasonable alternative, or non-medical alternative by contacting Rebecca Sleeman at (301)334-8929 or [rebecca.sleeman@garrettcountyschools.org](mailto:rebecca.sleeman@garrettcountyschools.org)

The information from your Real Age test will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellbeing program, such as health coaching. You also are encouraged to share your results or concerns with your own doctor.

Employees and spouses on the Garrett County BOE Health Care Plan will be asked to self-report their tobacco/nicotine status via an attestation form that will be included in open enrollment materials. If you are an employee on the Garrett County BOE Health Care Plan who attests to being a tobacco/nicotine user (or who otherwise does not complete the form), you will be assessed a Tobacco/Nicotine Surcharge. To avoid the Tobacco/Nicotine Surcharge, as a reasonable alternative, you may complete CareFirst's Tobacco Cessation Coaching or the Garrett County Health Department Tobacco Cessation Program.

## Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellbeing program and GCPS may use aggregate information it collects to design a program based on identified health risks in the workplace, the GCPS Wellbeing Program will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellbeing program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellbeing program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellbeing program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellbeing program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellbeing program will abide by the same confidentiality requirements. The only individuals who will receive your personally identifiable health information are nurse coaches or health coaches in order to provide you with services under the wellbeing program.

In addition, all medical information obtained through the wellbeing program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellbeing program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellbeing program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellbeing program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Jane Wildesen at (301) 334-8903 or via email at [jane.wildesen@garrettcountyschools.org](mailto:jane.wildesen@garrettcountyschools.org).