



Dear colleagues,

As we continue to navigate the COVID-19 pandemic, it is critical that we secure protected health information and personally identifiable information to ensure the privacy of any employee or individual who is directly exposed to or ill with COVID-19.

All information related to a COVID-19 positive individual, someone who is being assisted due to a positive diagnosis or symptoms, or someone who may be in isolation or quarantine for any reason should be kept confidential and treated as information protected by the Health Insurance Portability and Accountability Act (HIPAA).

To better understand what information is protected by State and federal privacy laws and how to keep this information secure, we request that you review the attached guidance document and complete an online training course available on the [Rhode Island Learning Center](#). Department of Administration employees should complete the "HIPAA Privacy and Security Awareness" course, which includes information pertinent to the Department's status as a hybrid HIPAA entity. All other employees should complete the "EOHHS HIPAA Training" course.

The attached quick start guide provides step-by-step instructions to register for the course. Please contact Melissa Day at Melissa.Day@hr.ri.gov or Deb Dawson at Deborah.Dawson@hr.ri.gov if you need assistance with the Rhode Island Learning Center.

Thank you for your cooperation.

Sincerely,

Kyle A. Adamonis, SHRM-CP
Executive Director of Human Resources/Personnel Administrator
RI Department of Administration