

Pennsylvania Public Safety Answering Points Guidance for Department of Health Disclosure of COVID-19 Data

Overview:

1. The Pennsylvania Department of Health (“Health”) will share positive COVID-19 test data (“data”) with Pennsylvania counties to assist with reducing the threat to the health and safety of first responders.
2. Health agrees to share data with a county that signs a non-disclosure agreement (“NDA”) with Health and designates a representative to receive this data.
 - a. If the county representative is not a 911 employee, the county shall ensure a process is in place to safeguard the data so it is only used for its intended purpose and to provide the data to 911.
3. After conditions provided in item 2 are satisfied, Health shall provide the designated county representative(s) with access to the COVID-19 Positive Cases Report Website.
4. The county representative may extract the county’s data in Word, Excel, PDF, TIFF, CSV, and PIPE Delimited Text formats. Such data shall include, if available from Health:
 - a. Date of earliest report
 - b. Address of Confirmed or Probable COVID-19 case
 - i. County
 - ii. Street Address (Please note: USPS address)
 - iii. City
 - iv. Zip
5. The data provided by Health should not be considered a comprehensive list of positive COVID-19 cases in Pennsylvania. Access to Health’s information alone will not protect first responders. A Public Safety Answering Point (PSAP) should continue to question callers and determine the possibility whether the call concerns a person who may have symptoms and risk factors associated with COVID-19. PSAPs should utilize medical dispatch procedures for COVID-19 that are coordinated with your medical director. The county 911 coordinator or appropriate PSAP representative should consult with county leadership to determine if the county will execute the NDA with Health and leverage the data for the required Purpose provided in the NDA.

Guidance:

6. If the county elects to use the data for the required Purpose, the PSAP should comply with the following guidance:
 - a. **Allowable Uses of the Data:**
 - i. The PSAP shall designate one (1) representative to receive and coordinate management and oversight of this data. Should the representative become unable to perform this duty, the PSAP shall work with Health to provide a replacement with access to the COVID-19 Positive Cases Report Website.
 - ii. A PSAP shall only use the confidential information provided by Health for the sole purpose of notifying first responders there has been a case of COVID-19 at the address to which a first responder has been called to perform an essential job function, even if the subject of the dispatch is for a non-medical situation.

- iii. Data shall only be used at the specific time that a call occurs and notification needs to be made to a responder for responder safety.
- iv. Data or lists extracted from the COVID-19 Positive Cases Report Website shall not be shared outside of the PSAP other than for the allowable uses specified in this section.

b. Requirement for a Written Directive:

- i. The PSAP shall develop and distribute to employees a written directive detailing the processes for managing and safeguarding the data (specifically who will have access to the data, allowable uses of the data, and how the data will be purged or disposed of in a timely manner).

c. Data Management and Disposition:

- i. The PSAP shall enter the data in their CAD system as a flagged address, premise alert or similar function for use by the specifically authorized PSAP employees needed to dispatch that information.
- ii. Under no circumstances should individual case data, such as Address of Confirmed or Probable COVID-19 Case, be displayed on a GIS or mapping system not related to the dispatch function or where non-PSAP employees have access to GIS or mapping systems.
- iii. PSAP operations vary by county. The PSAP shall follow established local policies and procedures to discreetly communicate data to first responders as part of the dispatch process.
- iv. The PSAP shall remove a flagged address, alert, or other notifications entered into the CAD system for dispatch purposes after 30 days.
- v. If a PSAP's CAD system does not have the capability to purge data after 30 days or the effort is overly burdensome for the PSAP to meet, a detailed explanation of the CAD system's capabilities and/or PSAP's process for disposition shall be provided to PEMA.
- vi. The PSAP shall not generate or retain paper copies or duplicate electronic files of the COVID-19 information. The PSAP shall not retain the COVID-19 information in any form after day 30 of its receipt or disposition timeframe defined by the PSAP if the 30-day disposition requirement cannot be met.