

## Notice Regarding Wellness Program



HealthTrip is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the American 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 Health Risk Assessment (HRA)/biometric screenings that are a part of HealthTrip, you will be asked to complete a voluntary HRA 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 will also be asked to complete a biometric screening, which will include a blood test for total cholesterol, glucose (blood sugar), systolic and diastolic blood pressure, height, weight and body mass index (BMI). You are not required to complete the HRA or to participate in the blood test or other medical examinations. This is a voluntary program.

Employees who do choose to participate in the HealthTrip HRA/biometric screenings will receive an incentive of approximately \$100 (amount will vary slightly in accordance with an individual employee's tax exemptions) as a one-time participation payment each year the screenings are offered. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive the \$100 payment.

If you are unable to participate in any of the health-related activities required to earn the incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Henrico County General Government (the Employee Relations Division of Human Resources at 804.501.4273 or the Assistant Director of Human Resources, Becky Simulcik, at 804.501.4783 or [sim10@henrico.us](mailto:sim10@henrico.us)) or Henrico County Schools (the Department of Human Resources at 804.652.3600).

The information from your HRA and the results from your biometric screening 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 HealthTrip, such as wellness classes, fitness classes and specialized fitness and wellness programs. You are also encouraged to share your results or concerns with your own doctor.

### **Protections from Disclosure of Medical Information**

We are required by law to maintain the privacy and security of your personally identifiable health information. Although HealthTrip administrators and the County of Henrico may use aggregate information it collects to design a program based on identified health risks in the workplace, HealthTrip administrators 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 HealthTrip HRA/biometric screenings, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the HealthTrip HRA/biometric screenings 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 HealthTrip HRA/biometric screenings,

and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the HealthTrip HRA/biometric screenings or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the HealthTrip HRA/biometric screenings will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information is the contracted registered nurse performing the biometric screening in order to provide you with services under the wellness program.

In addition, all medical information obtained through the HealthTrip HRA/biometric screenings will be maintained separate from your personnel records and no information you provide as part of the wellness program will be available for or used in making any employment decision. The contractor administering the HealthTrip HRA/biometric screenings maintains the data and provides it in aggregate to the County of Henrico. 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 HealthTrip HRA/biometric screenings, 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 HealthTrip HRA/biometric screenings, 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 Henrico County General Government (the Employee Relations Division of Human Resources at 804.501.4273 or the Assistant Director of Human Resources, Becky Simulcik, at 804.501.4783 or [sim10@henrico.us](mailto:sim10@henrico.us)) or Henrico County Schools (the Department of Human Resources at 804.652.3600).