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Is your Workplace Prepared?

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helping Business & Labor respond to HIV/AIDS in the workplace

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HIV/AIDS
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development

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labor leader

employment
conditions

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labor leader

management
labor leader

The Five Components to a Comprehensive Program

Manager/Labor Leader Training

Why is manager/labor leader training so important?

If you haven't already encountered HIV or AIDS in your workplace, chances are you soon will. With steadily increasing infection rates and longer life expectancies of HIV-infected persons, employers can expect to deal with HIV. Thanks to new treatments, people with HIV are living longer, healthier lives, and managers and labor leaders must be prepared to deal effectively with the many issues of HIV/AIDS and to be aware of the many ways that HIV affects workplace laws.

What will managers need to know?

First and most importantly, managers and labor leaders need to know the laws that affect HIV/AIDS in the workplace (federal, state, and local) so that they can make reasonable accommodations, as they would for any employee with a disability. As they are workplace role models, managers and labor leaders need to know how to respond appropriately and compassionately. Specific strategies can reduce employee fear, work disruption, and customer concern. Managers and labor leaders may also need to demonstrate universal precautions and to comply with OSHA Bloodborne Pathogen standards for infection control.

Lead your community's response to HIV/AIDS. As a manager or labor leader you can prepare to act, rather than react.

Act now. Don't wait for HIV to act on your company. You can implement a workplace policy before your company is confronted with a problem.



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The Five Components to a Comprehensive Program

Employee Education

What is covered in an HIV/AIDS Employee Education Program?

Facts and compassion. They are the focus of the employee education part of an HIV/AIDS workplace program.

Employees are typically curious about all aspects of HIV, yet many may not know the facts of HIV transmission or the scope of the pandemic. Employees should be made aware of the HIV/AIDS policies of their workplaces, and they should know where or to whom in the company they can turn with questions.

All employees should be made aware of the equal employment opportunity laws that govern fair workplaces. Many workplaces also extend education in first aid and safety procedures. Knowledge of these laws and policies can help to foster a compassionate environment, one that is free from rumor and fear. HIV/AIDS education that is mandatory communicates to the work force that the employer is serious about maintaining a fair, healthy, and safe workplace for all employees. Informed employees then have the tools to protect themselves, to educate their families, and to provide leadership within the community.

Focus of Employee Education

An effective employee education program focuses on maintaining a comfortable workplace for HIV-positive workers and for their coworkers. It emphasizes individual privacy. Positive employees may wish to withhold their status from coworkers, or they may wish to disclose it. The situation can be sensitive not only for positive employees but for everyone involved.

It is necessary for employees to understand the disease's characteristics and the possible transmission routes. The effects of HIV disease are unpredictable and can happen rapidly, causing unexpected changes in a person's physical condition. HIV disease and its treatment may also cause major changes in a person's emotional state; however, neither the physical nor the emotional changes in an infected person places fellow workers at risk for contracting the virus.

HIV is spread by sexual contact with an infected person, by needle-sharing among injecting drug users, or, less commonly and now rarely, through transfusions of infected blood or clotting factors (parts of blood plasma that help in clotting). HIV can be transmitted from an infected woman to her fetus or newborn during pregnancy, during labor and delivery, or after birth through breastfeeding. HIV cannot be transmitted by sharing restrooms, tableware, or office equipment or by social or casual contact.



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The Five Components to a Comprehensive Program

Community Service and Volunteerism

What is Corporate Philanthropy?

By providing resources and support within communities, corporations have the power to make a significant difference in the fight against AIDS. Corporations are often in a better position to identify and respond to the needs of local communities. Businesses can collaborate and work towards meeting the needs of communities through resources and support. Corporate leaders can promote community involvement and volunteerism in the workplace through corporate giving, in-kind donations, employee involvement, and public education.

How to get started?

Identify areas of need, and assess the impact of AIDS in your community. Then select a program approach. A successful program matches the strengths, interests, and market of the company to the needs identified in the community. It should also compliment the image the company would like to project. Set realistic goals and don't be intimidated by the vastness of the AIDS epidemic. In order to prevent stumbling blocks, it may be necessary to take small steps that will help you reach your goal. Collaborating with organizations that have similar goals and interests may be helpful if you find your company has limited resources. Collaborate with them and solicit their ideas and input. A company's employees are an essential part to maintaining involvement in the fight against AIDS and may already be personally involved, so seek out volunteers!

Who can help?

CDC Business and Labor
Resource Service
P.O. Box 6003
Rockville, MD 20849-6003
800-458-5231
TTY/TDD 800-243-7012
FAX 888-282-7681

Funders Concerned
About AIDS
50 East 42 Street,
19th Floor
New York, NY 10017
212-573-5533
212-949-1672 FAX

American Red Cross
National Headquarters
8111 Gatehouse Rd. 6th Floor
Falls Church, VA 22042
1-800-375-2040
FAX 703-206-7754 FAX

National AIDS Fund
1400 I St., NW,
Suite 1220
Washington, DC
20005
888-234-2437
FAX 202-408-1818

AIDS Action Council
1875 Connecticut Ave. NW,
Suite 700
Washington, DC 20009
202-986-1300
FAX 202-986-1345

United Way of
America
HIV/AIDS Dept.
701 N. Fairfax St.
Alexandria, VA
22314
1-800-892-2757



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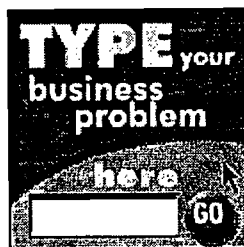
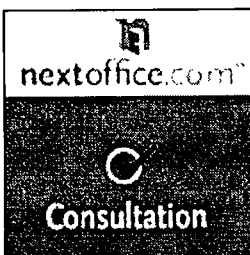
Ask Alice! and your question may become part of the Toolkit.

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Sample Workplace AIDS Policy

Benefits: As an employer, you face the very real possibility that, at some time or another, you will hire an employee who has, or will contract, HIV or AIDS. Dealing with the situation poses a number of legal, moral, ethical, and business challenges. One starting point in dealing with this workplace safety issue is a written policy. The attached file contains a sample policy that is designed to address the issue of HIV and AIDS in the workplace and that can be quickly edited and customized for your company. Keep in mind that there are advantages and disadvantages to having a policy and that it is up to you to decide what is best for your business.

File Description: The file contains a three-page document in rich text format (RTF) that is suitable for use with most word processing programs used in the Windows environment.

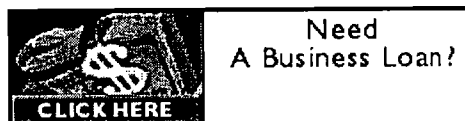
Sample workplace AIDS policy

For assistance on downloading a file, [click here](#).

Special Features: The sample policy includes sections on the following:

- Definition of HIV
- Purposes of the policy, including protecting legal rights of workers with HIV-related conditions
- Policy provisions, including right to work and education about HIV
- Medical overview of risk, transmission, etc.
- Guidelines to be followed in protecting the physical and emotional health and well-being of all employees and providing reasonable accommodation for employees with HIV-related conditions

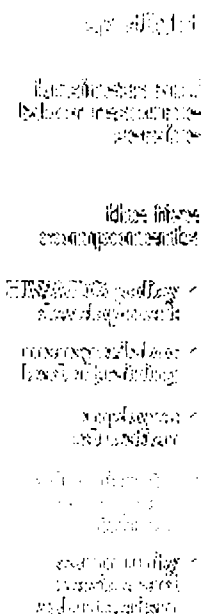
For background information as well as information on related topics, see [creating a policy addressing AIDS](#).



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helping Business & Labor respond to HIV/AIDS in the workplace



The Five Components to a Comprehensive Program

Policy Development

What is an HIV/AIDS Policy?

An HIV/AIDS policy defines your company's position and practices as they relate to an employee with HIV infection and is the foundation for your entire HIV/AIDS program. A good company policy sets the standards of behavior expected of all employees, establishes compliance with all Federal, state, and local laws, and lets all employees know where to go for assistance.

What laws impact HIV and Policy?

The Federal Vocational Rehabilitation Act of 1978 prohibits employment discrimination against an "otherwise qualified individual with handicaps" in the case of Federal employees, Federal contractors, and individuals working for programs that receive Federal funds.

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination in employment on the basis of a person's disability. The ADA, which covers employers of 15 or more people, applies to employment decisions at all stages - and HIV/AIDS. To apply the ADA to everyday employment situations, employers must remember three key points: 1) the definition of disability; 2) the importance of knowing the essential functions of jobs; 3) the concept of reasonable accommodation.

The Family Medical Leave Act of 1993 (FMLA) applies to companies with 50 or more employees within a 75 - mile geographic radius. Eligible employees may take leave for medical conditions or to provide care for an immediate family member with a serious medical condition - including HIV/AIDS. Eligible employees are entitled to a total of 12 weeks of unpaid, job protected leave, during any 12-month period.

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), allows employees to continue their health insurance coverage at their own expense for a period of time after their employment ends. For most employees ceasing work for health reasons, the period of time to which benefits may be extended ranges from 18 to 36

months.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) attempts to address some of the barriers to healthcare facing people with HIV as well as other vulnerable populations. As a "reform law" HIPAA has three main goals: 1) it gives persons with group coverage new protections from discriminatory treatment; 2) it makes it easier for small groups (such as businesses with a small number of employees) to obtain and keep health insurance coverage; and 3) it gives persons losing/leaving group coverage new options for obtaining individual coverage.



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Behavioral measures of aggression

Idiosyncratic
assumptions

THESE findings are consistent with the results of the other studies reviewed in this paper. The authors conclude that the use of a single, standardized, and validated instrument for the assessment of the patient's functional status is essential for the development of a valid and reliable patient assessment tool.

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 2. **Background**
 3. **Methodology**
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 5. **Conclusion**
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Resource Service
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Rockville, MD 20849-6003
800-458-5231
TTY/TDD 800-243-7012
FAX 888-282-7681
International 301-519-045

Employee Assistance —
Professionals Association
2101 Wilson Blvd.
Suite 500
Arlington, VA 22201-3038
703-522-4585
703-522-4585 FAX

American Red Cross
Office of HIV/AIDS Education
8111 Gatehouse Rd. 6th Floor
Falls Church, VA 22042
703-206-7431
703-206-7754 FAX
Workplace 1-800-375-2040

