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Snr. Staff AIDS Train.
Dept. Agr. 2/22/94

PHOTOCOPY
PRESERVATION

THE WHITE HOUSE

WASHINGTON

AIDS 101 EDUCATION IN THE WORKPLACE INITIATIVE

Why important

Global as well as a national policy of research, treatment,
prevention

Virus

1 million infected
200,000 already dead
150,000-200,000 opportunistic

Transmission

Blood transfusions
Hemophilia
Substance abuse
sexual transmission

Personal behavior

Managerial behavior

Leadership behavior

Programmatic redesign

NATIONAL AIDS POLICY OFFICE
OFFICE OF THE COORDINATOR

ROUTING SLIP

DATE: 11/3

TO: KG

FROM: ☒ W. STEVE LEE

☒ For your information

☐ For your action

☐ Review and comment by (date)

☐ Prepare reply for Coordinator's signature

☐ Reply directly and blind copy Coordinator

☐ Circulate/forward to:

☐ File

COMMENTS:

put in my file for
use when I do AIDS ed.
for cabinet/W.H.

NATIONAL
LEADERSHIP
COALITION
ON AIDS

MEMORANDUM

BOARD OF DIRECTORS

Officers

Lee C. Smith

David N. Sundwall, M.D.

Michael Pollard, Esq.

B. J. Stiles

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Paul A. Ross, Ed.D.

Mervyn Silverman, M.D., M.P.H.

John R. Taylor

The Rt. Rev. Douglas E. Theuner

TO: Lance Alworth, Jr.
FROM: B.J. Stiles *BJS*
DATE: October 29, 1993
RE: Talking points for the President

In the attached, we've provided thumbnail sketches of how a number of leading corporations, trade associations, and unions have been responding positively and clearly to HIV/AIDS.

I believe it safe to say these are merely a few of now thousands of similar responses all across the nation, and from large and small businesses.

If the President (or others) cite these private sector examples, strong support should also be given to the recently-launched and very impressive new program initiative from the CDC--Business Responds to AIDS. I believe you have plenty of information on hand on BRTA. If you need more, call Priscilla Holman or Angie Hammack at the CDC: 404/639-0965.

Let me know if you wish to discuss or need additional details.

1730 M Street, NW
Suite 905
Washington, DC 20036
202/429-0930
FAX: 202/872-1977

POLAROID

November 1993

Location: Cambridge, Massachusetts

Number of employees: over 10,000

Industry: Photographic materials and equipment

Contact: Richard Williams, Ph.D., Manager, AIDS Awareness Program
617-577-2285

**NATIONAL LEADERSHIP COALITION
ON AIDS**
1730 M Street, NW
Suite 905
Washington, DC 20036

Workplace education initiatives:

- In 1987, an HIV/AIDS task force was commissioned by the Vice President of Human Resources recommending that Polaroid adopt a broad AIDS action plan.
- Polaroid provides an AIDS Information Office with employee counseling, management consultation, referrals, and a wide range information.
- In November 1993, publication of a guidebook for employees, "When a Co-worker is Living with AIDS: A Guide for the Workplace," which offers practical advice, covers issues on employee relations, and medical information and resources.
- Polaroid provides management HIV/AIDS training and awareness sessions for all employees and issues a position statement to all domestic Polaroid members and provides regular communications on HIV/AIDS.

Workplace policy:

- At Polaroid, employees with HIV/AIDS receive the same compassion and concern as employees afflicted by other potentially disabling and life-threatening illnesses. If the Medical Department determines that an employee is capable of working and presents no threat to other employees, members are permitted to continue working. Members who are not disabled are expected to work, and reasonable work accommodations are made for them as needed. Employees are entitled to the full range of medical, insurance and disability benefits.

Civic leadership:

- Polaroid has an active philanthropic program giving grants to HIV/AIDS services and organizations through the Polaroid Foundation and corporate contributions.
- Polaroid participates in community activities, including memberships in the New England Corporate Consortium for AIDS Education, the National Leadership Coalition on AIDS, and the National Association of People with AIDS.
- Polaroid promotes employee participation in community activities with AIDS organizations.

DIGITAL EQUIPMENT CORPORATION

November 1993

Location: Maynard, Massachusetts

Number of employees: over 100,000

Industry: Computer systems, software and services

Contact: Paul A. Ross, Corporate Manager, HIV/AIDS Program
508-493-9580

**NATIONAL LEADERSHIP COALITION
ON AIDS**
1730 M Street, NW
Suite 905
Washington, DC 20036

Workplace education initiatives:

- In 1988, Digital established its HIV/AIDS Program Office. It is the first and only full-time corporate office focusing exclusively on AIDS in American business.
- The Program Office represents Digital on the issue of HIV/AIDS and serves as a liaison to other companies, community organizations, governmental agencies, and Digital customers.
- Employees have access to an on-line data base with files on HIV/ AIDS, ranging from medical information to volunteer opportunities and are encouraged to participate in community involvement.

Workplace policy:

- Digital is committed to keeping people in the workforce as long as their health is not compromised and recognizes that employees with HIV/AIDS may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. Managers should be sensitive to the conditions of employees with HIV/AIDS and should ensure that they are treated consistently with other employees and that their rights to confidentiality are observed.

Civic leadership:

- Digital has sponsored AIDS "walks" in 10 major cities where the company has employees. All pledges raised by employees are matched dollar-for-dollar by the company's Matching Gift Program.
- The HIV/AIDS Program Office works with the Corporate Contributions Office in providing grant support to organizations that support medical research, education, prevention, and public awareness of HIV/AIDS.
- In the future, Digital plans to reinforce and continue its HIV/AIDS information and education strategies. It also plans to extend the program to children of employees and to customers in response to their requests to help them start their own programs.

DAKA INTERNATIONAL

November 1993

Location: Danvers, Massachusetts

Number of employees: 13,000

Industry: Food service, restaurant

Contact: William H. Baumhauer, Chairman and CEO
508-774-9115

Workplace education initiatives:

- In 1987, DAKA began its AIDS education program which includes an AIDS counseling office, an 800-number hotline for employees, and education seminars. Employees and managers receive training and periodic information.
- DAKA maintains a company-wide environment emphasizing honest, openness and directness about HIV/AIDS; set by management that seeks to engender trust from employees through its visibility on the issue.
- Publication of a brochure, "DAKA International Responds to HIV/AIDS," and encouragement of co-worker support and understanding.

Workplace policy:

- Since 1985, DAKA has set workplace policies on HIV/AIDS.
- DAKA is sensitive to workers with disabling and life threatening illnesses, including HIV/AIDS, and will treat any affected employee with the same dignity and compassion as any DAKA associate who suffers permanent disability from any cause.
- DAKA will not knowingly permit any associate with HIV/AIDS to be discriminated against nor terminated solely because of their illness or disability and strictest confidentiality will be maintained when an associate advises DAKA of his/her condition.

Civic leadership:

- Since 1987, DAKA has been a leader in the food service industry in educating and informing its employees on HIV/AIDS and in so doing has been recognized by the Business Enterprise Trust in 1993, which annually honors "acts of social vision and moral leadership in American business."
- DAKA's chairman and CEO, William Baumhauer, is a member of the board of the National Leadership Coalition on AIDS and works to improve understanding of HIV/AIDS in his company and in the community.

LEVI STRAUSS & COMPANY

November 1993

Location: San Francisco, California

Number of employees: 34,000 worldwide

Industry: apparel, sportswear

Contact: Deborah B. Wallace, Director of Planning and Administration
415-544-6579

Workplace education initiatives:

- In 1985, an employee task force was formed to guide and support various HIV/AIDS related programs.
- "Talk About AIDS" and "Talk About AIDS With Your Family" education packages consisting of videotapes and written materials about HIV/AIDS.
- Levi Strauss provides on a regular basis HIV/AIDS information in employee publications and at health fairs, employee orientations and lectures with medical experts and representatives from AIDS agencies.

Workplace policy:

- At Levi Strauss, employees with HIV/AIDS are treated with dignity and respect. The company strives to maintain a supportive, open and informed environment for all employees. This is accomplished through unbiased personnel policies, educating employees and their families about HIV, offering support groups for employees with HIV and their families, and assistance programs for co-workers of employees with AIDS. Employees with HIV/AIDS may continue to work as long as they are physically able to do so.
- AIDS is treated like any other life-threatening illness with respect to medical coverage, disability leave and life insurance.

Civic leadership:

- As of the end of 1992, the Levi Strauss Foundation made over 250 grants totalling more than \$4 million to AIDS-related causes.
- The Levi Strauss Foundation made its first direct AIDS grant in 1985 and is specifically interested in aiding programs that provide direct assistance to persons living with HIV/AIDS, education, and services targeted to populations severely affected by HIV/AIDS.
- In 1985, Levi Strauss, in partnership with the business community and the San Francisco AIDS Foundation, developed corporate AIDS educational materials with information, guidelines and resources.

**NATIONAL LEARNING COALITION
ON AIDS**
1750 M Street, NW
Suite 905
Washington, DC 20036

IBM

November 1993

Location: Armonk, New York

Number of employees: 140,000 nationwide

Industry: computers, business machines

Contact: Glen E. Haughie, M.D., M.P.H., IBM Director of Health
914-765-6686

Workplace education initiatives:

- IBM provides information and education on HIV/AIDS through its medical departments, Employee Assistance Program, brochures and videotapes.
- IBM provides AIDS education materials to all employees and provides ongoing HIV/AIDS management training.

Workplace policy:

- Beginning in 1985, the IBM corporate medical department formulated a position statement on HIV/AIDS with the basic belief in respect for the individual. IBM will treat employees known to have AIDS as employees with a chronic illness. Employees known to have AIDS will be afforded privacy, they will be encouraged to work if able to perform the job and are eligible for all IBM benefits including medical disability.

Civic leadership:

- * Since 1985, IBM has provided financial support to education and research projects dealing with HIV/AIDS such as: World Health Organization's Global Program on AIDS, American Foundation for AIDS Research, and Boston AIDS Consortium.
- * IBM employees actively support community-based education and research projects.

NATIONAL LEADERSHIP COALITION
ON AIDS
1111 17th Street, NW
Suite 905
Washington, DC 20036

AETNA LIFE & CASUALTY

November 1993

Location: Hartford, Connecticut

Number of employees: 43,000

Industry: Insurance

Contact: Stephen T. Moskey, Director, Consumer Affairs

203-273-2086

Workplace education initiatives:

- Aetna provides periodic HIV/AIDS education for the workforce with specific programs and services for its employees.
- Through Aetna's Employee Assistance Program, employees are provided with referrals to social support services, short-term counseling and crisis intervention.
- Aetna's Employee Health Service provides consultation, referral and confidential HIV testing.

Workplace policy:

- Aetna's policy toward employees living with HIV/AIDS is the same as that toward any other life-threatening illness. Reasonable accommodations are made to keep employees working as long as they wish and are able, which may include flexible hours, working at home, job sharing and job restructuring.

Civic leadership:

- Aetna employees serve on AIDS boards, advisory committees and task forces at local, state and national levels, and as volunteers in local AIDS service organizations.
- Aetna has been a member of the National Leadership Coalition on AIDS since 1987.
- Since 1987, AIDS related grant making exceeds \$2.5 million, and has supported education and prevention, care and services, and technical assistance and training for local and national organizations.
- Starting in 1991, Aetna included AIDS education as a major theme in its corporate advertising campaign and, in conjunction, produced a brochure, "How to talk about AIDS."

NATIONAL LEADERSHIP COALITION
ON AIDS
1700 M Street NW
Washington, DC 20036

BANK OF AMERICA

November 1993

Location: San Francisco, California

Number of employees: 93,000

Industry: Banking

Contact: George Protos, Vice President, Corporate Services
415-241-3208

Workplace education initiatives:

- Creation of a videotape about HIV/AIDS in the workplace, manager guidelines, a resource manual and brochures.
- Regular communications to provide accurate information about HIV/AIDS in the company newsletter and manager bulletins.

Workplace policy:

- In 1985, Bank of America developed its written policy protecting employees with life threatening illnesses, including HIV/AIDS.
- Employees with HIV/AIDS may continue to work as long as they are able and they meet acceptable performance standards. As appropriate, the company will make reasonable accommodation for employees with HIV/AIDS.
- Bank of America encourages its employees to be open-minded and supportive of co-workers with HIV/AIDS.

Civic leadership:

- Bank of America took a leading role in encouraging the partnership of corporations, community groups, social service agencies, and medical experts to increase public awareness about HIV/AIDS.
- Bank of America provides a Matching Gift Program for donations of \$25 or over to a qualifying AIDS-related cause.

HARBOR SWEETS

November 1993

Organization: Small Business
Location: Salem, Massachusetts
Number of employees: 150
Industry: Candy Manufacturing
Contact: Benneville N. Strohecker, President
508-745-7648

Introduction:

Harbor Sweets is a small business whose leadership in AIDS provides a model for small businesses throughout the nation. Harbor Sweets has provided employee workplace AIDS education, policy development, civic leadership, and philanthropic efforts.

"AIDS is out of control," said Ben Strohecker. "And people who fit my description -- an old, white, straight businessman -- are avoiding the issue out of homophobia and bigotry. I figured I'd have a better chance of making those guys listen to me because I look like they do."

Workplace Education Initiatives:

- Harbor Sweets has conducted AIDS prevention and training education for all Harbor Sweets employees.

Workplace Policy Development

- Harbor Sweets has issued an explicit nondiscriminatory HIV/AIDS policy stating that employees with HIV/AIDS will be treated the same as those with other life-threatening illnesses, and encouraged to continue to work as long as possible.

Civic Leadership:

- Founder and owner Benneville Strohecker took a one-year sabbatical to do AIDS community service work -- fundraising, educating, and public speaking.
- Strohecker planned and implemented a program to educate executives in the business community about AIDS in the workplace.
- Encourages employee volunteerism and community involvement.
- Strohecker chaired the "AID and Comfort" Benefit, which generated more than \$200,000 for the AIDS Action Committee of Massachusetts.
- Strohecker helped organize "Strongest Link" an AIDS action group on the North Shore of Massachusetts.
- Strohecker urged the National AIDS Commission to recommend that President Clinton and the White House should set up a leadership standard for workplace AIDS education.

NATIONAL AIDS ACTION COALITION
C-11113
1730 M Street, NW
Suite 905
Washington, DC 20036

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES**

November 1993

Organization: Union

Location: Washington, DC

Number of Members: 1.3 million

**Contact: Jordan Barab, Assistant Director of Research, Health and Safety
202-429-1232**

Introduction:

AFSCME is one of the nation's largest labor unions, comprising 1.3 million public sector, health care and non-profit employees. AFSCME has pioneered in educating working Americans about AIDS, developing effective workplace AIDS policies, and working to eliminate fear and discrimination surrounding AIDS.

"I want every working American to receive on-going HIV prevention education," says Gerald W. McEntee, International President of the American Federation of State County, and Municipal Employees. "And I want every working American to enjoy a safe, healthy work environment that is also free of fear and discrimination."

AFSCME has been a pioneering force in educating working Americans about AIDS, and in developing effective workplace AIDS policies.

Protecting Working Americans:

In the early years of the epidemic, when health care, corrections, and other workers lacked adequate training and equipment to protect themselves from exposure to bloodborne pathogens on the job, AFSCME was the first union to petition the Occupational Health and Safety Administration for a Bloodborne Diseases Standard.

Workplace Education Initiatives:

- In 1989, AFSCME established a training program that includes intensive train-the-trainer programs, as well as joint labor-management educational sessions. AFSCME has since trained more than 5,000 of its members, non-members, and management throughout the U.S.

- In 1991, AFSCME published a five-page article in its national membership magazine, "Public Employee," about an AFSCME grandmother with AIDS. That magazine was distributed to AFSCME's 1.3 millions members.

- In 1992, at AFSCME's national convention in Las Vegas, the union unveiled its AIDS Quilt, 15 panels dedicated to AFSCME members and family.

- In 1992, Mr. McEntee commissioned the development of a video, "Project Survival: AFSCME's Response to AIDS," to be used in educating members about the union's response to AIDS.

- Mr. McEntee serves on the Executive Planning Committee of the Centers for Disease Control and Prevention's Business Responds to AIDS effort to involve business and labor leaders in the national AIDS effort through workplace AIDS education, policies, practices, and civic leadership.

- AFSCME's and McEntee's input led to the development and release of the "BRTA Labor Leader's Kit," an AIDS-in-the-workplace resource designed specifically for labor leaders. On World AIDS Day 1992, McEntee hosted a live telecast for national union leaders to help launch the national business and labor AIDS effort.

Why important - global as well as Nat'l
Policy of research, treatment, prevention

Virus - # 's 1 million infected
200 thousand dead
150 to 200 thousand asymptomatic

Transmission - Blood transfusion / hemophilia
substance abuse
sexual transmission

Personal behavior

Managerial behavior - ~~not the role~~

Leadership behavior

Programmatic redesign

~~3/1/2000~~



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

on the schedule

FAX TRANSMITTAL COVER SHEET

DATE: 12-20-93	TO: Steve Lee
FAX NO: 632-1096	OF: ONAPC
COMMENTS:	

RE: HIV/AIDS SENIOR WHO STAFF BRIEFINGS
Jan 13 & 26, 1994

FROM:

Sharon Solomon, OA

TELEPHONE: 395-3996	FAX NO:
NUMBER OF PAGES (including cover page):	

2

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

December 20, 1993

MEMORANDUM FOR LANCE ALWORTH
OFFICE OF THE NATIONAL AIDS POLICY COORDINATOR

FROM: SHARON SOLOMON *Sharon*
OFFICE OF ADMINISTRATION

SUBJECT: HIV/AIDS Senior Staff Briefings

I have been in contact with Steve Lee, Office of the National AIDS Policy Coordinator (ONAPC), regarding Kristine Gebbie's, NAPC, availability to deliver two additional HIV/AIDS briefings for senior White House Office (WHO) staff. Based on that contact, we have made the following scheduling arrangements for the briefings.

Briefing Dates: January 13, 1994 AND
January 26, 1994

Time: 9:00 a.m. to 10:00 a.m.

Location: Room 180, OEOB

It was my understanding that you would take appropriate action to notify those WHO staff members who should attend one of these briefings. If you have any questions or need assistance in this matter, please call me on 395-3996.

cc: Steven Lee
Ann Calhoun



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503
December 20, 1993

MEMORANDUM FOR LANCE ALWORTH
OFFICE OF THE NATIONAL AIDS POLICY COORDINATOR

FROM: SHARON SOLOMON *Sharon*
OFFICE OF ADMINISTRATION

SUBJECT: HIV/AIDS Senior Staff Briefings

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cc: Steven Lee
Ann Calhoun

*Dear Kristine,
Given was
thrilled with your
note about herpsem.
She has shown
it to all who will
look.
Thanks again!
Laura Michel John*

THE WHITE HOUSE

WASHINGTON

January 25, 1996

MEMORANDUM FOR KRISTINE GEBBIE

FROM LANCE ALWORTH *Lance*
SUBJECT WH SENIOR STAFF MAKE-UP BRIEFING

The first of two briefings will be at 9:00 a.m. in room 180 of the OEOB. I will be at 750 by 8:30 to escort you over.

The briefing should consist of your standard AIDS 101 remarks for senior federal staff, modified as you see fit for a WH audience. This meeting should be relatively low-key as it is a "make-up."

I am planning to bring along two handouts: 1) the most recent OPM guidelines on HIV/AIDS in the workplace; and, 2) the Leadership Coalition brochure on Employee Attitudes towards HIV/AIDS.

Enclosed in this briefing file are suggested talking points provided by the Leadership Coalition on private sector initiatives in HIV/AIDS workplace education. These might be useful in your remarks.

Also, remember that in our note encouraging attendance we indicated that you would discuss HIV/AIDS in a global and national perspective from the Administration perspective.

Hopefully Don Donaldson will be able to join us in the morning so that you may reacquaint yourself with him.

It was nice to run into you last night. I am glad to be back.

THE WHITE HOUSE
WASHINGTON
September 30, 1993

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: AIDS at Work

Halting the spread of HIV/AIDS and caring for those already touched by the disease is our common responsibility. Sadly, if you do not know someone with HIV/AIDS, you soon will. Every 17 minutes an American dies of AIDS; one of every five Americans knows someone who has died of AIDS; over one million Americans are already infected with HIV.

HIV/AIDS affects everyone in this Nation. Preventing the spread of HIV/AIDS and its associated human and economic costs is crucial to the success of health care reform. Likewise, enlightened, nondiscriminatory workplace policies are essential to both our efforts at reinventing government and at lowering health costs. This Administration and this Nation must do all within our power to prevent discrimination against those infected with HIV. I am committed to facing the difficult issues raised by HIV/AIDS.

This is an Administration of action and leadership by example. Today's Cabinet meeting discussion of HIV/AIDS is the beginning. All of you are asked to develop and fully implement comprehensive HIV/AIDS workplace policies and employee education and prevention programs by World AIDS Day, 1994, beginning with your Senior Staff.

To begin this process:

- * Each Cabinet Secretary shall designate a member of his/her Senior Staff to implement ongoing HIV/AIDS education and prevention programs and to develop nondiscriminatory workplace policies for employees with HIV/AIDS.
- * These designees, with the Office of the National AIDS Policy Coordinator (ONAPC), shall form a working group to implement this directive.

- * The Office of Personnel Management (OPM) shall review its current HIV/AIDS workplace guidelines and assist in the development of workplace policies in the departments and agencies, as directed by ONAPC. OPM should pay particular attention to ensuring that the administrative burden on the departments and agencies is minimized.
- * The National AIDS Policy Coordinator shall report to me quarterly on the progress of each department and agency, beginning January 1, 1994.
- * The White House Staff and the Staff of the Executive Office of the President (EOP) will participate in HIV/AIDS education and prevention training prior to World AIDS Day, December 1, 1993.

HIV/AIDS is the health crisis of this century; it cannot be allowed to extend into the next. Only through education and prevention can we stop its spread. Only through aggressive and coordinated efforts at medical research can we find a cure. Join me on World AIDS Day, 1993, to remember the hundreds of thousands of Americans dead and the millions of Americans infected or suffering because of this disease; help me to vividly demonstrate this Administration's commitment to end the HIV/AIDS epidemic.

William J. Clinton

THE WHITE HOUSE
WASHINGTON

November 3, 1993

MEMORANDUM TO ALL AGENCY HEADS

FROM: KRISTINE M. GEBBIE, R.N., M.N. *Kristine Gebbie*
NATIONAL AIDS POLICY COORDINATOR

SUBJECT: FEDERAL WORKPLACE AIDS EDUCATION INITIATIVE; "AIDS AT WORK"

This memorandum is a follow up to the President's message regarding HIV/AIDS education and prevention and the development of workplace policies for employees with HIV/AIDS. The memorandum should serve as general guidance in implementing the President's Directive. Several considerations should be taken into account as each Department begins to implement an HIV/AIDS education and prevention training program.

- * Committed leadership at the highest level is essential to fully implement HIV/AIDS education and prevention training and to adopt progressive workplace policies at each Department.
- * Private sector businesses with which you routinely interact are available as partners and consultants in your program development. On site contractors should be included in training.
- * Each Department should develop a program appropriate to its structure. Creativity is encouraged; there will be no single government wide program.
- * HIV/AIDS education and prevention should be integrated into the health education services provided employees and updated regularly.
- * Supervisors and Managers must be well acquainted with workplace policies for employees with HIV/AIDS. A thorough explanation of such policies should be integrated into appropriate management training programs.
- * Attendance at HIV/AIDS education and prevention training must be mandatory. Required attendance removes any "stigma" attached to an interest in HIV/AIDS and underscores that everyone has some reason to be concerned.

ALL AGENCY HEADS
WORKPLACE AIDS EDUCATION
PAGE 2

TIMELINE:

- December 1, 1993: By this date the Senior Staff of each Agency should receive a briefing on the importance of HIV/AIDS education and prevention training in the workplace. Concrete plans should be developed to begin training of all personnel. Appropriate personnel should be directed to review workplace policies for people with HIV/AIDS.
- December 1, 1994: All Agencies shall have implemented progressive workplace policies for employees with HIV/AIDS. All Agencies shall have completed HIV/AIDS education and prevention training for their supervisory staff. At most Agencies, all employees shall have undergone initial HIV/AIDS education and prevention training. A detailed plan for the training of any remaining personnel must be in place.

FEDERAL WORKPLACE AIDS EDUCATION INITIATIVE: WORKING GROUP

- A. Each Agency Head should name a senior staff person to coordinate implementation.
- B. The Designees from each Cabinet Level Department will form a Working Group. Additional Working Groups will be formed by the other Agencies.
 - 1. The Working Groups will serve as a forum for the exchange of ideas and will promote cooperation and sharing of resources among the Agencies.
 - 2. The Working Groups will provide assistance to each Agency in implementing this memorandum.
- C. Quarterly Reports
 - 1. ONAPC must make quarterly reports regarding the progress of this initiative to the President.
 - 2. Each Agency should report to ONAPC their progress towards full implementation of this memorandum two weeks prior to each quarter (i.e. December 15, 1993 for the January 1, 1994 Quarterly Report).

3. The contact persons in ONAPC are Lance Alworth and Iris Gelberg (202) 690-5560.

FEDERAL WORKPLACE AIDS EDUCATION INITIATIVE

I. TRAINING

- A. The training should consist of two distinct elements:

1. General HIV/AIDS education and prevention training.
2. Workplace specific HIV/AIDS education.
 - a. Workplace specific HIV/AIDS education should be more intensive and lengthy for supervisory personnel. Supervisory staff must be taught their legal obligations and the unique managerial difficulties which may be encountered when an employee has HIV/AIDS.

- B. Provision should be made for ongoing training.

1. All new employees should receive HIV/AIDS education and prevention training within one year of their employment.
2. HIV/AIDS education and prevention training should be integrated into appropriate management training programs.
3. Each employee should receive at least one hour of follow up HIV/AIDS education and prevention awareness training each year.
 - a. This follow up training is flexible. Employees should receive the basic information they need in the initial training. In later years, a class might be offered on "How to talk to teenagers about AIDS," or "Skills in dealing with HIV/AIDS infected employees." What is important in the followup training is to remind employees that the epidemic is ongoing and they must continue to protect themselves and their families. In addition, employees must be reminded of their obligation not to discriminate against persons infected with

HIV/AIDS in the workplace.

- C. Agencies may contact the CDC National AIDS Clearinghouse at 1-800-458-5231 for information about organizations with whom they may contract to provide HIV/AIDS education and prevention training. Agencies are free to use any organization to conduct training, so long as they are health care professionals or others skilled in HIV/AIDS education and prevention training.
 - 1. In the Washington, D.C. area Agencies may wish to contact these local organizations: the D.C. Care Consortium (202) 543-5144; the American Red Cross (202) 973-6001; and, the National Leadership Coalition on AIDS (202) 429-0930.
 - 2. The OPM will make available the names of additional local organizations which may conduct this training as they become available.

II. WORKPLACE POLICIES

- A. Each Agency should develop progressive workplace policies for employees with HIV/AIDS. These policies should be adopted by World AIDS Day, December 1, 1994. Every effort should be made to fully apprise all employees of the policy.
- B. These policies should clearly indicate that persons with HIV/AIDS will not be discriminated against in any fashion and will be allowed to work as long as they are physically able.
- C. Agencies may contact OPM (202) 606-1269 or the National Leadership Coalition on AIDS (202) 429-0930 for model policies on HIV/AIDS in the workplace.

Please call me if you have any questions or concerns about this initiative. My phone number is (202) 632-1090.