

# A I D S   I N   T H E   W O R K P L A C E

**USER'S  
GUIDE**

**WORKPLACE  
POLICY**

**EMPLOYEE  
EDUCATION**

**FAMILY  
EDUCATION**

**COMMUNITY  
SERVICE**

**RESOURCES**

**SITE MAP**

**HELP**

HIV and AIDS affect every segment of society: the home, religious institutions, and the workplace. If current trends persist, it is likely that 60-70 million people worldwide will be infected with HIV by the end of the year 2000.

- It is estimated that 650,000 to 900,000 people in the United States are currently infected with HIV, the virus that causes AIDS.
- One in 6 large U.S. work sites (more than 50 employees) and 1 in 16 small U.S. work sites (fewer than 50 employees) have experienced an employee with HIV infection or AIDS.
- As with any catastrophic illness, HIV/AIDS can affect an employer in many ways.
  - > Americans with Disabilities Act (ADA) Compliance
  - > Insurance and health care costs
  - > Productivity
  - > Work disruption
  - > Consumer concerns
  - > Employee morale
  - > Legal considerations
  - > Confidentiality and privacy
  - > Discrimination concerns
  - > Disability requirements
  - > Job accommodation

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The Centers for Disease Control and Prevention's (CDC) Business Responds to AIDS Program is designed to help businesses across the country develop and implement comprehensive workplace-based HIV and AIDS prevention education programs. CDC has developed materials and technical assistance to assist business and unions in forming comprehensive HIV and AIDS workplace programs. Click on the buttons at left to access further information on subjects of interest.

B U S I N E S S  
R E S P O N D S  
T O A I D S

**CDC**  
CENTERS FOR DISEASE CONTROL  
AND PREVENTION

**Business Responds to AIDS (BRTA) is a cooperative effort between the Centers for Disease Control and Prevention (CDC) and the business sector. It is a multifaceted program that offers solid information on HIV/AIDS for large and small businesses and an extensive resource service.**

The most important tool in preventing HIV/AIDS is information. Working together, business and labor can be the source for credible and accurate information that can prevent the spread of this disease. Simply put, educating people about HIV/ AIDS can save lives. And the workplace is a great place to start.

This Manager's Kit contains everything needed to create a comprehensive and effective HIV and AIDS program in your workplace. It

contains information that can be helpful to all levels of large and small businesses. Don't be intimidated by the amount of information here. The program will be most effective if the materials are used together. But the Kit has built-in flexibility. The brochures can be used individually to talk to specific audiences and communicate specific messages that can be implemented over a period of time.

Developing a workplace policy on HIV/AIDS will require input and commitment from many people within your business, but the benefits are invaluable. Remember that

Materials in the this kit are grouped in five primary folders:

- Workplace Policy
- Employee Education
- Family Education
- Community Service
- Resources

Each folder has its own tab for easy identification and contains a variety of topics that come under those headings.

some information is better than none at all, so if the time and resources aren't available right now to apply the complete program, do what you can to disseminate some of the information.

This Kit contains information on policy

development, manager training, educating employees and employees' families, and community service and volunteerism. The content is clear and easy to understand. It presents step-by-step instructions to help guide you.

The Manager's Kit offers an overview of the BRTA Program. It covers the need for HIV and AIDS policies and educational programs and the value of the BRTA Program to businesses, employees, employees' families, and the communities where they live and work.

## Workplace Policy Folder

- **Business Responds to AIDS** is a brochure that outlines and explains the five primary BRTA components. It is an essential reference piece for the entire program. It provides an overview for developing an HIV/AIDS program for your workplace and discusses the value of implementing such a program. It also presents employees with the facts about HIV and AIDS and includes contact information for the CDC's Business and Labor Resource Service.
- **Questions Asked Most Often and Answers You Need to Know** summarizes answers to the questions employers ask most frequently about legal issues, insurance prevention education, and costs.
- **Developing a Workplace Policy for HIV** provides background information and direction for preparing and implementing an HIV/AIDS policy.

- **Small Business Guidelines: How AIDS Can Affect Your Business**, designed specifically for owners and managers of businesses with up to 100 employees, addresses such practical topics as legal and insurance issues, what employees need to know about HIV/AIDS, and how small-business owners/managers can provide such information.
- **HIV/AIDS and Health Insurance** provides extensive background on HIV/AIDS and insurance issues, including information on hiring, testing, health care costs, why it is wise to evaluate your health plan, and why it is necessary to respond to HIV/AIDS in your workplace.
- **A Guide to Social Security and SSI Disability Benefits** for people with HIV infection provides information about disability and Supplemental Security Income (SSI) benefits. The brochure explains how the Social Security Administration processes claims for people with disabilities due to HIV infection and how claimants can expedite the process.

- **The ADA, FMLA and AIDS: An Employer's Guide** provides HIV/AIDS-related information about the 1990 Americans with Disabilities Act (ADA) and the 1993 Family and Medical Leave Act (FMLA) and describes what types of businesses are subject to the ADA's requirements. It also answers many concerns employers have regarding job performance, health insurance and policies, how to ensure compliance with ADA protection for people with HIV or AIDS, and where to obtain information.
- **Accommodating Employees With HIV Infection and AIDS: Case Studies Addressing Reasonable Accommodations** provides profiles of employees with HIV and the model workplaces that adhere to ADA regulations and successfully implement policies for addressing workplace disclosures of HIV status.
- **Managing Tuberculosis and HIV Infection in Today's General Workplace** provides employers with factual information on TB, HIV, and AIDS and how to manage occurrences in the workplace.
- **OSHA Bloodborne Pathogens Standard Information Materials** provides information on addressing bloodborne pathogens in the workplace and preventing occupational exposure as well as the following five fact sheets: "Protect Yourself When Handling Sharps; Personal Protective Equipment Cuts Risk; Hepatitis B Vaccination—Protection for You; Reporting Exposure Incidents; and Holding the Line on Contamination." It also includes a list of resources available through the Occupational Safety and Health Administration and OSHA regional office information.
- **The Financial Impact of a Workplace HIV/AIDS Program on Business** discusses the lifetime cost of treatment for persons living with HIV/AIDS. It also discusses direct and indirect costs and benefits that business may incur.

### Employee Education Folder

*Note: Some of the materials in this folder are useful for distribution to employees. Certain pieces will be available in camera-ready form for users to reproduce locally.*

- **Educating Your Workforce: A Guide for Managers** presents information on how to get started on, build the foundation for, plan, and implement a workplace HIV/AIDS education program for business.
- **HIV/AIDS: Are You at Risk?** is a general HIV/AIDS education brochure for distribution to employees.

- **A payroll/customer mailing insert** can be an effective way to communicate a variety of subjects. Inserts can be used to reach employees and customers in general mailings. This sample insert presents facts about HIV/AIDS in a succinct and straightforward manner.
- **Two sample workplace posters** help reinforce the messages communicated in the workplace education program.
- **How to Evaluate the Effectiveness of Your HIV/AIDS Program** provides evaluation instruments when deciding how to evaluate your HIV/AIDS program.

### Family Education Folder

- **A Manager's Guide for Family Education Through the Workplace** is designed to help employers implement programs to assist employees in talking with their families about HIV and AIDS.
- **A Family AIDS Prevention Guide for Workers** is a brochure that can help employees talk with their families about HIV and AIDS. The brochure contains information designed to help adults discuss HIV/AIDS with family members of various ages.

### Community Service Folder

- **AIDS Is Your Business**, created originally by Funders Concerned About AIDS, provides employers with an understanding of how their response to HIV/AIDS can be extended into the community. It gives examples of and guidelines about how to support employee volunteerism, community service, and philanthropy.

### Resources Folder

- **The Workplace Resource Guide** lists a variety of additional print and video materials and workplace training programs that will be useful as you collect information and materials for your workplace education program.
- **The Catalog of HIV and AIDS Education Prevention** includes pamphlets, brochures and guides, public service announcements, and non-English-language materials produced by the CDC America Responds to AIDS public education campaigns.

You may order Manager's Kits from the CDC National AIDS Clearinghouse Business and Labor Resource Service (BLRS), P.O. Box 6003, Rockville, MD 20849-6003.

The toll-free telephone number is 1-800-458-5231, or visit the BLRS home page at [www.brta-lrta.org](http://www.brta-lrta.org).