

## **Procedures for Dealing with Staff Diagnosed as Having HIV, AIDS or HBV**

The possibility exists that the district may need to deal with the issue of employees who are diagnosed with AIDS, HIV or HBV<sup>1</sup>. The nature of the illness and the emotional response to it require specific procedures that protect the infected employee and recognize the district's responsibility to all others.

### **Basic Assumptions**

The procedures have been developed to provide specific guidance to the district and are based on the following:

1. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk;
2. An infected employee should ordinarily pose no health risk to other employees, students or to community members;
3. An infected employee will ordinarily be allowed to continue employment.

### **Specific Guidelines**

1. When informed by an employee that he/she is infected with HIV/AIDS/HBV, and with written, signed permission from the employee, the superintendent will immediately organize a team to review the employee's assignment and to determine if that assignment creates a health risk for others. The team members may include the employee, the employee's physician, the employee's supervisor, representatives of the district, a representative of the employee association, a representative of a public health agency or others, as deemed necessary. The team should review, but not be limited to, the employee's assignment from the standpoint of the need to administer first aid, handle food, provide personal hygiene care or any other district duty that could result in the transmission of blood or body fluids from one person to another. A plan for periodic review of the employee's medical condition shall also be developed.
2. If modification of the employee's activities is deemed advisable by the team, such action will conform to state and federal law.

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<sup>1</sup>HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

3. The employee's right to privacy and the confidentiality of medical records will be preserved to the extent possible. Only as much information as is authorized by the employee will be communicated to the community and staff.
4. These procedures may be revised at any time to reflect new information and regulations or guidelines from external agencies.