



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

GEORGE H. CAUBLE, JR.
Director of Human Resources
(804) 501-4625

To All County Employees:

Subject: Updated Guidelines for Dealing With AIDS and Hepatitis

While there has been much research and success regarding AIDS, it still is a major problem in the U.S. There are many new cases of AIDS and HIV infections—both diagnosed and undiagnosed.

AIDS is a medical problem, a social problem, and a financial problem, and can only be curbed by education and a change in lifestyle, particularly in regards to adhering to safe sex guidelines and reducing I.V. drug abuse. Dr. Mark J. Levine, Henrico's Public Health Director has updated his fact sheet on this disease entitled "**AIDS and the Transmission of HIV**" and it is enclosed for your information and reference.

In an effort to address workplace issues regarding AIDS and provide you with assistance in dealing with such issues, "**Guidelines for Dealing With AIDS in the Workplace**" is also being made available to you. These guidelines were originally drafted by the County's Committee on AIDS. This committee is made up of the Public Health Director, the County Attorney, and myself and was appointed by the County Manager in 1987. The Department of Human Resources is charged with administering, interpreting and updating these guidelines. They also may be found in Section 15.3 of the County's Personnel Rules and Regulations and on the internet (<http://www.co.henrico.va.us/hr>).

You will also find an updated easy to follow flowchart entitled "**Procedure for Evaluation of Occupational Exposure to Blood and Body Fluids – AIDS, Hepatitis B and C,**" which describes the steps to be taken in the event an employee has a possible occupational exposure to blood and/or body fluids. This flowchart represents a simple, common sense approach and is a protocol that is considered universally accepted. Our protocol is in line with the most recent recommendation from The Centers for Disease Control of the U. S. Department of Health and Human Services. Hepatitis B and C are a part of this AIDS protocol because of their similarity; not in disease attributes, but in the way the disease can be spread. It is critical that this procedure is followed to ensure that employees receive appropriate treatment and testing related to the exposure.

These guidelines and procedures are effective immediately. I trust you will read them carefully. Any questions should be directed to the Clinic Director of the Employee Health Services Division of the Department of Human Resources (501-1600), or to me.

Sincerely,

George H. Cauble, Jr.
Director of Human Resources

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Partnering a World Class Workforce for a World Class Community

COUNTY OF HENRICO

GUIDELINES FOR DEALING WITH AIDS IN THE WORKPLACE

Given the fact that the County of Henrico is committed to offer and maintain a workplace environment that is both healthy and safe; and

Given the fact that the County is equally committed to provide a workplace environment that is free from illegal discrimination and harassment of employees with Acquired Immune Deficiency Syndrome (AIDS), or who test positive for the Human Immunodeficiency Virus (HIV), all of these conditions hereinafter collectively referred to as AIDS; and

Given the fact that the preponderance of available medical and scientific opinion indicates that AIDS is not transmitted by casual contact in ordinary social and usual occupational settings; and

Given the fact that the County recognizes the need for employees to be accurately informed about AIDS to include being provided with facts about the disease, how it is not transmitted, and what one should do if possibly exposed to AIDS.

The following guidelines shall be followed by all employees of the County:

1. The County of Henrico shall not illegally discriminate in its employment or personnel practices against persons who have AIDS.
2. The County shall treat employees who have AIDS similar to those having any other life threatening illnesses, which are not normally transmitted by casual contact in ordinary social or usual occupational settings. So long as such employees are medically and physically able to perform their jobs in a satisfactory manner and do not pose a danger to their own health and safety nor to the health and safety of others, they shall be permitted to work.
3. Coworkers shall have no valid basis upon which to refuse to work or withhold their services for fear of contracting AIDS by working with or near an AIDS-infected person. Therefore, employees who engage in such refusals to work or withholding of services, or who harass or otherwise illegally discriminate against an AIDS-infected employee shall be subject to disciplinary action.
4. In the event that an employee has, or is believed to have had, an on-the-job or occupational exposure to blood or body fluids, the employee shall be initially seen either by the Employee Health Services Division of the County's Department of Human Resources or by Henrico Doctors' Hospital—Parham Campus Emergency Department. The facts related to such reported exposure will be reviewed and an informed medical decision shall be made as to the medical necessity for HIV antibody testing. Such testing, if deemed necessary by the County, shall be at the County's expense. However, should the employee choose not to be initially examined by the County's Employee Health Services Division or Henrico Doctors' Hospital—Parham Campus Emergency Department, the medical costs associated with a visit or examination, including medical testing, shall be the responsibility of the employee.
5. It shall be the County's responsibility to make available necessary protective garments and equipment to employees who are at risk of occupational exposure to AIDS to facilitate the safe performance of their jobs.
6. The County shall take all reasonable steps to ensure strict confidentiality of information relating to employees known or perceived to have contracted AIDS, or who are at risk of developing AIDS.
7. Because it is recognized that employees may have concerns about AIDS, the County shall make available information and counseling about AIDS, as well as provide names and addresses of community resources.

COUNTY OF HENRICO

PROCEDURE FOR EVALUATION OCCUPATIONAL EXPOSURE TO BLOOD AND BODY FLUIDS - AIDS, HEPATITIS B AND C -

For **non-occupational exposure** to blood and body fluids, an employee may seek a confidential appointment to discuss the exposure with:

1. The Clinic Director of the Employee Health Services Division of the Department of Human Resources, or
2. The Director of the County of Henrico Department of Public Health, or
3. The County's Employee Assistance Program, or
4. The employee's personal, primary care physician.

①

Incident

- Thorough washing of body area with soap and water
- Decontamination * of environment, as indicated

②

- Immediately notify supervisor. Contact Employee Health Services for evaluation, within 2 hours of exposure. If Employee Health Services is unavailable, report to Henrico Doctors' Hospital--Parham Emergency Department for evaluation. Employee may be advised to follow-up with Employee Health Services on next business day.

③

Screened by Employee Health Services,
RN, NP and/or MD.

No Risk --
(File)

Possible Risk for Hepatitis or AIDS --
Follow Employee Health Services'
recommendations which may include:

- immunization against Hepatitis
- testing
- counseling
- preventative measures

Note: Strict confidentiality will be ensured regarding information concerning employees who contract, who are perceived to contract, or who are at risk for developing the AIDS virus (HIV) or the Hepatitis B or C viruses.

* Decontamination referred to above is defined as a freshly prepared solution of 1 part sodium hypochlorite (household bleach) to 10 parts water (1:10 dilution). This solution serves as a very effective germicide for cleaning and disinfecting the environment.