



# A Guide to AIDS in the Workplace Resources

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## U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE TABLE OF CONTENTS

|   |     |
|---|-----|
| Introduction .....                                  | i   |
| CDC Business and Labor Resource Service.....        | ii  |
| CDC Business Responds to AIDS Manager's Kit .....   | ii  |
| CDC Labor Responds to AIDS Labor Leader's Kit ..... | iii |
| Reference Materials                                 |     |
| Workplace Policy .....                              | 1   |
| Manager/Labor Leader Training.....                  | 6   |
| Employee Education .....                            | 14  |
| Family Education .....                              | 18  |
| Community Involvement .....                         | 22  |
| Organizations .....                                 | 23  |
| Order Form .....                                    | 39  |

The information in this publication is solely for general information and for educational purposes, and is not intended to be legal advice. Businesses, unions and individuals should consult an attorney for specific legal advice.

## **AN INTRODUCTION TO HIV/AIDS IN THE WORKPLACE**

Is your workplace ready to respond to AIDS? The impact of AIDS on the workplace intensifies with each year of this epidemic. HIV is the second leading cause of death among Americans aged 25-44 years, according to the Centers for Disease Control and Prevention (CDC). This age group comprises the bulk of the U.S. workforce; in fact, over 50 percent of our nation's 121 million workers are in this age group. The CDC also estimates that approximately 600,000-950,000 people in this country are infected with HIV. One in six large U.S. work sites (with more than 50 employees) and 1 in 16 small U.S. work sites (fewer than 50 employees) have been faced with addressing issues associated with an employee who has HIV or AIDS.

The CDC's Business Responds to AIDS and Labor Responds to AIDS (BRTA/LRTA) Programs help large and small businesses and labor organizations meet the challenges of HIV/AIDS in the workplace and the community. These programs work in partnership with businesses and labor unions as well as trade associations, public health departments, AIDS service organizations, and government agencies to promote the development of comprehensive workplace HIV/AIDS programs. The BRTA/LRTA Program is comprised of five components: workplace policy development, supervisor/labor leader training, employee education, family education, and community involvement.

Materials in this resource guide are organized according to these five program components. The reader is directed to information sources on topics that include the American with Disabilities Act (ADA), community involvement and corporate philanthropy, and policy development.

Leading off the materials in the guide are the CDC Business Responds to AIDS Manager's Kit and the CDC Labor Responds to AIDS Labor Leader's Kit. These kits are key elements of the CDC Business Responds to AIDS and Labor Responds to AIDS Programs, containing comprehensive information on all aspects of an AIDS in the workplace program for businesses and labor unions.

Within each section of the guide, the materials are presented alphabetically by title; each entry provides information on where the item can be obtained. Some materials can be obtained through the CDC Business and Labor Resource Service by completing the attached order form. Journal articles are available through local university or public libraries; librarians will be able to offer assistance in locating them.

In addition to the materials listed, the guide includes a listing of organizations that can be of assistance to employers addressing HIV/AIDS in the workplace. Addresses and phone numbers are provided for each organization, as well as a brief description of the activities and services offered.

Providing this information does not constitute endorsement by the CDC, CDC Business and Labor Resource Service, or any other organization. It is the responsibility of the user to evaluate this information based on individual needs and standards prior to use. All of the materials and organizations are listed on the CDC Business and Labor Resource Service Materials and Workplace Referrals databases, and the CDC National AIDS Clearinghouse Resources and Services database.

### **CDC BUSINESS AND LABOR RESOURCE SERVICE**

The CDC Business and Labor Resource Service (BLRS) is a toll-free reference service that provides information and referrals to callers seeking assistance with issues related to HIV/AIDS in the workplace. Reference specialists answer questions about setting up employee education programs and preparing HIV/AIDS policies. To speak to a reference specialist, call 1-800-458-5231. Bilingual reference specialists are available to talk with Spanish-speaking callers.

### **CDC BUSINESS RESPONDS TO AIDS MANAGER'S KIT**

This easy-to-use kit provides information on developing workplace education programs on HIV/AIDS. The materials in the kit cover the five key components of such programs: policy development, employee education, supervisor training, family education, and community involvement. The workplace policy materials include brochures explaining CDC's Business Responds to AIDS Program and the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), questions and answers on HIV/AIDS in the workplace, information on developing a workplace policy, small business guidelines, and information on health insurance and Social Security and SSI benefits. Other policy materials include brochures on case studies of reasonable accommodations and on managing tuberculosis and HIV infection in today's general workplace; OSHA bloodborne pathogens standards; and the financial impact of a workplace program on business. Employee education brochures include information on implementing an education program and general HIV/AIDS information, a payroll customer mailing insert, two sample posters, and evaluation instruments for an HIV/AIDS program. Family education materials include a guide for managers on the importance of family education and an HIV/AIDS prevention guide for workers and their families, while a community involvement brochure focuses on supporting employee volunteerism and community service. It also includes a Business Responds to AIDS resource guide and a catalog of HIV/AIDS materials available from the CDC National AIDS Clearinghouse. Available from: CDC Business and Labor Resource Service, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; (301) 519-6616 (fax); (301) 243-7012 (TTY); CDC NAC inventory number D042. See order form.

### **CDC LABOR RESPONDS TO AIDS LABOR LEADER'S KIT**

This kit, which is grouped into four sections, contains materials on workplace policy, worker education, and family education, as well as resources for further program development. The workplace policy section includes brochures explaining CDC's Labor Responds to AIDS Program, the union's role in workplace policy on HIV and AIDS, contract policy and resolution language, and health insurance. A labor leader's manual on AIDS in the workplace is also included. The worker education section consists of brochures on how to become involved in HIV/AIDS prevention and preventing occupational exposure to HIV; a booklet profiling unions responding to HIV/AIDS at local, state, and national levels; a general AIDS information brochure; a payroll insert; and transparencies for presenters. The family education section consists of an HIV/AIDS prevention guide for workers and their families. The resources section includes a Labor Responds to AIDS Resource Guide, a catalog of HIV/AIDS materials available from the CDC National AIDS Clearinghouse, and a poster. Available from: CDC Business and Labor Resource Service, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; (301) 519-6616 (fax); (301) 243-7012 (TTY); CDC NAC inventory number D262. See order form.





## Reference Materials

### WORKPLACE POLICY

#### ARTICLES

##### Corporate Response to AIDS

Jacobs, Heidi. *Management Review*, January 1995, vol. 84, no. 1, p. 6.

Representing an increase of 15 percent from 1991, 38 percent of 794 companies polled in the American Management Association's (AMA) *1994 Survey of HIV- and AIDS-Related Policies* reported having dealt with at least one case of HIV infection in 1994. While 26 percent of the companies who have dealt with HIV or AIDS in the workplace have specific AIDS policies, only 17 percent of the respondents who have not faced the issue have implemented a policy.

##### How to Develop and Implement An AIDS Workplace Policy

Smith, James Monroe. *HR Focus*, March 1993, vol. 70, no. 3, p. 15.

This article outlines how to go about creating a company policy that complies with the Americans with Disabilities Act (ADA) and promotes a culture that is sensitive to the needs of HIV-positive employees. The outline says that a policy should cover background information about HIV/AIDS, specify coverage, and discuss workplace rights of an infected employee. Policies should be incorporated into the employee handbook.

##### A Time for Action: Responding to AIDS

Pincus, Laura B. and Trivedi, Shefali M. *Training & Development*, January 1994, vol. 48, no. 1, p. 45.

A hypothetical situation involving handling HIV/AIDS in the workplace is presented in this article, as well as information on how six companies have actually dealt with the issues. The authors encourage proactive and educational approaches.

##### Your Company, AIDS, and the Law

*Training & Development*, January 1994, vol. 48, no. 1, p. 48.

Brief information is provided on issues, such as confidentiality and reasonable accommodation, which are covered under the ADA and the Rehabilitation Act of 1973. A fictional case study illustrates the legal issues surrounding HIV and AIDS.

## OTHER MATERIALS

**AIDS: Acquired Immune Deficiency Syndrome; Human Immunodeficiency Virus.** 1993.

This manual gives basic information about AIDS as it relates to the workplace. After covering HIV transmission and prevention, as well as the spectrum of HIV disease, it lists workplace issues such as employee disclosure, confidentiality, discrimination, reasonable accommodation, employee rights, and co-workers' fears. It concludes with a three-page explanation of the ADA. *Available from: Hollywood Supports, 8455 Beverly Blvd., Suite 305, Los Angeles, CA 90048. (213) 655-7705.*

**AIDS in the Workplace: A Resource Guide.** 1993.

This resource manual for information on AIDS in the workplace covers sample AIDS policies, information on drug abuse, educational policies, HIV transmission, the HIV-antibody test, blood supply safety, the Ten Principles for the workplace, and an analysis of AIDS in the workplace laws. *Available from: United Way, Incorporated, 701 N. Fairfax St., Alexandria, VA 22314-2045. (703) 836-7112, ext. 481.*

**AIDS and Your Workplace: Evolving Issues and Court Cases.** 1996.

This report reviews emerging case law that relates to HIV/AIDS in the workplace. Most of the cases have been litigated under the Americans with Disabilities Act (ADA). The report includes the most recent court cases involving discrimination, access to employer-paid health care benefits, privacy of employees' medical records, exposure to HIV in the workplace, worker's compensation claims arising from HIV exposure, and an analysis of HIV as a disability under the ADA. *Available from: LRP Publications, P.O. Box 9809, Horsham, PA 19044-0980. (800) 341-7874.*

**The Equality Principles on Sexual Orientation, May 3, 1995.**

This set of guidelines comprise the *Equality Principles on Sexual Orientation*, a policy that can be adopted by businesses and corporations to eliminate discrimination based on gender preference. Issues include spousal benefits for domestic partners, protection of persons with HIV/AIDS, and elimination of advertising which contains sexual orientation stereotypes. *Available from: Wall Street Project, New York Office, 82 Wall St., Suite 1105, New York, NY 10005. (212) 289-1741.*

**The Health Insurance Portability and Accountability Act of 1996: Guidance on Frequently Asked Questions.** 1996.

This report summarizes changes in the health insurance market under the Health Insurance Portability and Accountability Act of 1996. This Act guarantees the availability and renewability of health insurance coverage for certain employees and individuals, and limits the use of preexisting condition restrictions. This report provides answers to some of the frequently asked questions about the insurance provisions of the Act. The report also provides an overview of the law. *Available from: Library of Congress, Congressional Research Service, 1st St. & Independence Ave. SE, Washington, D.C. 20540. (202) 707-5700. You must contact your Congressional representative before calling the Library of Congress.*

**HIV/AIDS In the Workplace. 1993.**

This brochure offers general information regarding HIV/AIDS in the workplace. It offers a suggested plan for developing a workplace response to HIV that covers medical facts, legal issues, workplace policy development, employee education and training, and privacy concerns. Additional resources are also provided.

*Available from: Greene & Markley, 1515 5th Ave., SW, Ste. 600, Portland, OR 97201. (503) 295-2668. A photocopy of this material is available from the CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse Document Delivery Service, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. Price: \$5.50. Order number: AD0014246.*

**HIV Law and Litigation in the Employment Setting. 1995.**

In: *Transfusion-Associated AIDS*. Jenner, Robert K.

This chapter discusses the principal issues in AIDS employment law and litigation. The two main workplace legislation pieces covered are the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The particulars of each act are outlined and coverage is described. Other issues discussed include the Employee Retirement Income Security Act (ERISA), confidentiality, workers' compensation, and emotional distress due to discrimination. *Available from: Lawyers and Judges Publishing Company, P.O. Box 30040, Tucson, AZ 85751-0040. (520) 323-1500.*

**Job Accommodation Network: ADA Evaluation Checklist and Guide. 1995.**

This report, presented in a question-and-answer format, assists workplace managers and supervisors in developing a policy that complies with the Americans with Disabilities Act (ADA). Many sections of the ADA have corresponding sections in this report, so that employers can see in what areas they may need to modify their current practices. Another section of the report outlines what may and may not be asked during a job interview with a person with disabilities, as well as suggested non-verbal signals, including what not to do when interviewing hearing impaired individuals and persons in wheelchairs. Reasonable accommodations, discrimination, and pre-employment medical exams are discussed as well. *Available from: President's Committee on Employment of People with Disabilities, Job Accommodation Network, P.O. Box 6080, Morgantown, WV 26506-6080. (800) 232-9675; (800) 342-5526; (800) 526-7234.*

**National Labor Relations Board Policy Regarding AIDS and HIV-Positive People in the Workplace. 1995.**

This statement outlines the HIV/AIDS policy of the National Labor Relations Board (NLRB). The first section discusses discrimination within the workplace and reasonable accommodations. Employee benefits are covered in the second section, while the third section discusses disclosure, confidentiality, and the Privacy Act. The fourth section touches on health and safety issues in the workplace. A listing of state AIDS hotlines is included, as well as other resources for more information. *Available from: National Labor Relations Board Union, Division of Administration, Employee Assistance Program, 1099 14th St., NW, Washington, D.C. 20570-0001. (202) 273-3933.*

**Private Sector AIDS Policy: Businesses Managing HIV/AIDS. 1997.**

This is a six-module program that provides a business-based rationale for HIV/AIDS policy and program formulation. The manual describes a step-by-step approach to planning and implementing HIV/AIDS prevention programs and policies for business. The guide is designed for use by the private sector. The six modules provide background information on the HIV/AIDS epidemic, assess the economic costs of HIV/AIDS to a company, and outline a process for developing workplace prevention programs and policies. Also included in this packet are a user's guide to workplace policy needs assessment, a facilitator's guide to conducting business manager presentations and workshops, and profiles of African workplace case studies on the business-based management of HIV/AIDS. *Available from: Family Health International, AIDS Control and Prevention Project, Washington Office, 2101 Wilson Blvd., Suite 700, Arlington, VA 22201. (703) 516-9779.*

**Sample Policies. 1992.**

This publication offers sample personnel policies addressing HIV/AIDS that have been developed and used by a variety of business, labor, and non-profit organizations. It includes the policies of Bank America, RJR Nabisco, AFL-CIO, the National Association of Manufacturers, and the San Francisco AIDS Foundation, among others. *Available from: National AIDS Fund, 1400 Eye Street, NW, Suite 1220, Washington, D.C. 20005-2208. (202) 408-4848.*

**Someone at School Has AIDS: A Complete Guide to Education Policies Concerning HIV Infection. Revised, 1996.**

This manual presents guidelines for the development of policies by state and local districts pertaining to HIV-positive persons in the school setting. It is divided into several sections: summary recommendations, policy recommendations, resource information, and appendix. The policy recommendations section contains suggested policy statements regarding student attendance and staff employment; procedures for evaluating students and staff members who are infected with HIV; confidentiality; and training for school staff in these procedures. Each policy is followed by comments and a discussion of potential problems and concerns that might arise from state and district implementation of these policies. The resource section discusses HIV education, discrimination, reporting, policymaking, and crisis management. Information sources for documents referenced in this book, a bibliography of other information sources, and a list of members of the project's advisory board are appended. *Available from: National Association of State Boards of Education, 1012 Cameron St., Alexandria, VA 22314. (703) 836-2313; (703) 684-4000.*

**Suggested Principles and Guidelines Regarding Workplace Policies on HIV Infection and Related Illnesses. 1995.**

These guidelines from the United Methodist Church concerning employees with HIV/AIDS are intended for local churches and church-related institutions. They point out that although the Americans with Disabilities Act (ADA) doesn't affect religious institutions with regards to services and accommodations, the ADA does

protect church employees. A list of The 10 Principles for the Workplace, adapted from a similar list developed by the Citizens Commission on AIDS for New York City and Northern New Jersey, is included. *Available from: General Board of Global Ministries, United Methodist Church, Health and Welfare Ministries Program Department, 475 Riverside Dr., 3rd Fl., Room 330, New York, NY 10115. (212) 222-2135; (212) 870-3909.*

**We Are All Living With AIDS: How You Can Set Policies and Guidelines for the Workplace.** 1993.

This book discusses the specifics of AIDS policy development for practically every workplace type and examines obstacles encountered in the process of developing a policy. It includes information that should be included in a comprehensive AIDS policy, the process of AIDS policy development, and policy considerations for specific populations and resource materials. *Available from: Deaconess Press, 2450 Riverside Ave. South, Minneapolis, MN 55454. (612) 672-4180.*

**Working with AIDS: A Guide for Businesses and Business People.** 1995.

This book addresses HIV/AIDS policy from the business point of view. Fourteen chapters are divided into four sections, with the first three giving an overview of HIV/AIDS programs and reasons to develop a workplace policy. A new approach to developing a policy is proposed. The second section presents theories behind an HIV/AIDS program, including education aspects, quality of information, management issues, marketing, and AIDS in corporate environment. The third section explains the exact steps required to assess needs, run the actual training, and evaluate the program. The last section ponders AIDS in the next century and how it will affect policies, economics, and world geography. Appendixes include a sample policy, a knowledge and risk assessment questionnaire, and a sample evaluation questionnaire. *Available from: Employers' Advisory Services on AIDS and HIV, P.O. Box 346, Bradford, BD7 2DB, United Kingdom. 0274 521511. ISBN: 1-873031-14-9.*

**Please see entries marked with an asterisk in the following section for additional materials that may be useful in developing policies.**

## MANAGER/LABOR LEADER TRAINING

### ARTICLES

#### **AIDS in the Workplace: An Executive Update**

Stone, Romuald A. *The Academy of Management Executive*, August 1994, vol. 8, no. 3, p. 52.

This article calls on government and business leaders to take a strong stance on AIDS. To avoid crisis situations, businesses can prepare themselves and their employees by implementing comprehensive workplace policies and by providing appropriate HIV/AIDS education and prevention programs. It also outlines some of the clearly important legal and economic consequences for companies, including insurance and health care costs, job accommodations, litigation, and declines in productivity, all of which highlight the fact that HIV prevention can be cost-effective. Several sample programs implemented by various organizations are highlighted, and additional referrals to materials and organizations providing assistance are listed.

#### **Chubb Fosters AIDS Awareness With Education**

Cox, Brian. *National Underwriter*, August 8, 1994, no. 32, p. 6.

This article highlights the seven-year AIDS education and awareness program launched in 1987 by the Chubb Corporation, a large insurer. The program is mandatory for all 10,000 of Chubb's U.S. and international employees. Chubb's executives stress that every corporation has an obligation to be a good corporate citizen and that education programs only work with the strong backing of management.

#### **Emerging Trends for Managing AIDS in the Workplace**

Breuer, Nancy L. *Personnel Journal*, June 1995, p. 125

This article addresses the work options created by medical advances and legal statutes for persons living with HIV/AIDS (PLWAs). Businesses need to understand the implications of these options and provide workers with information.

#### **Honor Their Last Will: When Terminally Ill Employees Choose to Work**

Breuer, Nancy L. *Workforce*, May 1997

When an employee faces a terminal illness, informed managers should share their compassion and resources to work out a system of support.

#### **How Business Is Dealing With the AIDS Epidemic**

Gerson, Vicki. *Business & Health*, January 1997, p. 18

This article suggests strategies that companies can use to deal with increasing costs related to the new HIV/AIDS treatments, such as protease inhibitors.

### Teaching AIDS.

Smith, Vernita C. *Human Resource Executive*, September 1996, p. 54

This article examines the need for HIV/AIDS education in the workplace, ways in which it can benefit employees and employers, and why employers should provide this education.

### What To Do Before AIDS Strikes Home

Bordwin, M. *Management Review*, February 1995, p. 49

This article tells readers why they need to put HIV/AIDS policies, education programs, benefits, and reasonable accommodations in place before they are faced with dealing with an employee with HIV/AIDS.

### \*When An Employee Says, "Boss, I Have AIDS: The ADA and the FMLA Must Guide Your Management Decisions"

Moomaw, P. *Restaurants USA*, March 1996, p. 10

This article advises employers that they must take the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA), along with any applicable state laws, into account when they deal with employees who have HIV/AIDS.

### \*Why Bother With Long-Term Care Coverage?

Manus, Danae A. *Business & Health*, January 1997, p. 23

The federal government is encouraging the private sector to take over the financing of long-term care. This article discusses related laws, legislation, and issues.

## OTHER MATERIALS

### \*Accommodating Employees with HIV/AIDS: Case Studies of Employer Assistance. 1994.

This publication includes 10 case studies of employers' efforts to help their HIV-infected employees continue working as long as possible. Compiled and written by disability policy experts, the publication includes a focus on the ADA, a summary of reasonable accommodations, and resources for further information. *Available from: National AIDS Fund, 1400 Eye Street, NW, Suite 1220, Washington, D.C. 20005. (202) 408-4848.*

### The AIDS Issue: Guidelines for the Foodservice Manager; A Videotape for Management. 1993.

This videorecording, narrated by Ron Sarasin of the National Restaurant Association, provides insight into how AIDS can affect food service establishments. For example, he cites how a rumor concerning restaurant employees having AIDS can affect business, even though medical evidence has shown there is no evidence of a customer or another employee contracting HIV through casual contact in a

\*May also be useful in developing policy.

restaurant. He suggests a four-step approach for restaurants in dealing with AIDS: one, assemble a crisis team; two, develop an AIDS policy statement that protects the rights of an employee infected with HIV; three, educate employees about the lack of danger from transmission through casual contact; and four, develop a strategy for dealing with the media. *Available from: National Restaurant Association, 1200 17th St., NW, Washington, D.C. 20036-3097. (202) 331-5935; (202) 331-5900. Free. Members only.*

**\*The Americans with Disabilities Act: Your Responsibilities As an Employer.** 1991. This brochure addresses common questions about how the ADA affects employment of disabled persons, including persons with HIV infection. It addresses discrimination, reasonable accommodation, and responsibilities of employers. *Available from: U.S. Equal Employment Opportunity Commission, National Office, 1801 L St., NW, Washington, D.C. 20507. (800) 669-4000; (800) 800-3302 (TTY). (202) 663-4900. Publication no. EEOC-BK17.*

**Business Responds to AIDS: Workshop Presenter's Guide.** 1996.

This manual outlines a training course for a Business Responds to AIDS and Labor Responds to AIDS workshop. Instructions on preparing a training course, handling questions, and presenting sources of information are given. The presentation includes real-life scenarios and handouts, including an evaluation form. The slides contain pertinent statistics on the HIV/AIDS epidemic. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; (404) 639-2918; (800) 458-5231. CDC NAC Inventory no. D249.*

**Employee Attitudes About AIDS, A National Survey: What Working Americans Think.** 1993.

This report of a national survey, conducted in October 1992, details employees' experiences with HIV issues in the workplace and their attitudes toward AIDS. It provides answers to questions and concerns about AIDS, and examines knowledge of workplace policies on AIDS. It also analyzes the need for HIV training and education, participation in AIDS-related community activities, and training in the workplace and in the community. *Available from: National AIDS Fund, 1400 Eye Street, NW, Suite 1220, Washington, D.C. 20005. (202) 408-4848.*

**The Employer's Guide to Clinical Preventive Services.** 1996.

This guide presents recommendations for the appropriate delivery of more than 200 preventive services, all written in non-clinical language. The recommendations draw on the expertise of clinical specialists in family medicine, internal medicine, obstetrics and gynecology, pediatrics, and preventive medicine. The first section consists of four chapters tailored to help the reader apply the recommendations as part of an employee benefit program. These chapters cover strategies for integrating preventive services, purchasing high-quality preventive services, developing a communication strategy, and data analysis and evaluation. The second section contains 70 chapters including

**\*May also be useful in developing policy.**

ones on HIV, STDs, and tuberculosis adapted from the recommendations for clinical preventive services. *Available from: National Resource Center on Worksite Health, 777 N. Capitol St., NE, Suite 800, Washington, D.C. 20002. (202) 408-9332; (202) 408-9320.*

**Fighting AIDS Discrimination Through Union Action. 1996.**

This brochure examines why AIDS is an issue of concern to unions. It addresses the discrimination that many people with HIV infection face on the job, and why unions need to protect their members. The brochure includes background information on why workplace HIV policies are needed and outlines the components of a comprehensive workplace policy on HIV and AIDS. It examines the need for training and education, and looks at how the Service Employees International Union (SEIU) can help provide these services. The brochure includes basic information on how HIV is and is not transmitted, with an emphasis on the fact that HIV cannot spread through casual contact. It gives information on federal, state, and local laws designed to protect persons with AIDS (PWAs) from discrimination, and gives ideas on using contacts to protect members. It looks at health benefits and the components of a workplace policy on catastrophic illness. *Available from: Service Employees International Union, Occupational Safety and Health Department, 1313 L St., NW, Washington, D.C. 20005. (202) 898-3200.*

**Forcing Compliance With AIDS and Hepatitis B Guidelines. 1993.**

This fact sheet outlines steps that local unions can take to see that employers follow Centers for Disease Control and Prevention (CDC) guidelines to protect employees from exposure to bloodborne infections such as HIV and Hepatitis B. It tells union officials to become familiar with CDC guidelines, asks employers to correct unsafe conditions or work practices, and outlines the use of protective equipment and the implementation of universal precautions. Readers learn how to file a complaint with OSHA if an employer fails to comply with CDC guidelines. This fact sheet also outlines the OSHA inspection and followup procedures. *Available from: American Federation of State, County and Municipal Employees, 1625 L St., NW, Washington, D.C. 20036-5687. (202) 429-1215.*

**Glossary of Occupational Safety and Health Act Standards. 1992.**

This brochure defines general occupational safety guidelines and terms that apply to OSHA standards. They cover accident recordkeeping, employees' rights to a safe workplace, medical services and first aid, access to employee exposure and medical records, chemical safety, personal protective equipment, noise, machine safety, general housekeeping and sanitation, and fire safety. *Available from: Retail, Wholesale, and Department Store Union, 30 E. 29th St., New York, NY 10016. (212) 684-5300.*

**The HIV/AIDS Book: Information for Workers. 5th edition, 1997.**

Besides general background information on HIV prevention and transmission, this monograph addresses workplace and employee issues regarding AIDS. It is intended to be used by employers who are developing or conducting employee education programs. Risk in the workplace is covered, as are workplace policies to protect the rights of workers with AIDS. Guidelines for public service and health-care workers

who may come in contact with infected persons are covered. These guidelines stress the importance of protective clothing, taking care in handling body fluids and sharp objects, and proper decontamination and cleaning procedures. Specific workers targeted by the monograph include laboratory workers, housekeeping and food service workers, correctional staff, police, firefighters, waste disposal and incinerator workers, and morticians. *Available from: Service Employees International Union, Occupational Safety and Health Department, 1313 L St., NW, Washington, D.C. 20005. (202) 898-3200.*

**HIV/AIDS: A Guide for Employers and Managers. 1994.**

This is a brochure specifically for employers who are grappling with how to manage HIV/AIDS in the general workplace. It includes information on the legal obligations of employers and management. *Available From: National AIDS Fund, 1400 Eye Street, NW, Suite 1220, Washington, D.C. 20005. (202) 408-4848.*

**\*HIV in the Workplace Technical Assistance Project: Family and Medical Leave Act Fact Sheet. 1996.**

This fact sheet, presented in a question-and-answer format, discusses the Federal Family and Medical Leave Act of 1993. Topics include eligibility and qualifying aspects. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*HIV in the Workplace Technical Assistance Project: Legal Overview. 1996.**

This fact sheet provides a legal overview of the impact of HIV/AIDS in the workplace. Discrimination, reasonable accommodation, and confidentiality are discussed. The Americans with Disabilities Act (ADA) is also covered. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*HIV in the Workplace Technical Assistance Project: Medical Inquiries and Confidentiality Fact Sheet. 1996.**

This fact sheet, presented in question-and-answer format, addresses concerns an HIV-positive person may have regarding employment. Reasonable accommodation and confidentiality are discussed. The Americans with Disabilities Act (ADA) is also covered in relation to whether it is legal for an employer to require an applicant to take a medical exam as part of the job application process. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco, CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*HIV in the Workplace Technical Assistance Project: Reasonable Accommodation Fact Sheet. 1996.**

This fact sheet, presented in a question-and-answer format, discusses reasonable accommodation in the workplace. Reasonable accommodation is defined, eligibility requirements are outlined, and ways in which they affect persons with HIV/AIDS are

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discussed. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*HIV in the Workplace Technical Assistance Project: Sample Client Non-Discrimination Policy. 1996.**

This fact sheet presents an overview of what an HIV/AIDS workplace policy should cover and discusses the importance of addressing the confidentiality of an organization's clients. Sample policy language is included. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*HIV in the Workplace Technical Assistance Project: Sample Confidentiality Policies. 1996.**

This fact sheet provides an overview of what an HIV/AIDS workplace confidentiality policy should cover. Sample policy language is also presented. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*HIV in the Workplace Technical Assistance Project: Sample Employment Non-Discrimination Policy. 1996.**

This fact sheet discusses the importance of addressing non-discrimination in a workplace HIV/AIDS policy. Sample policy language is included. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*HIV in the Workplace Technical Assistance Project: Sample Reasonable Accommodation Policy. 1996.**

This fact sheet discusses developing a policy to address the legal requirements surrounding reasonable accommodation in the workplace. Sample policy language is included. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*HIV in the Workplace Technical Assistance Project: Serving Clients and Customers with HIV. 1996.**

This fact sheet discusses the ramifications of the Americans with Disabilities Act (ADA) and its effects on service organizations and their clients and customers. Public accommodations are discussed. Examples of what is and isn't covered by the ADA are given. *Available from: San Francisco Human Rights Commission, 25 Van Ness Ave., 8th Fl., Suite 800, San Francisco CA 94102-4908. (415) 252-2515; (415) 252-2500.*

**\*May also be useful in developing policy.**

**Job Accommodation Network: Tax Incentives for Employers of People With Disabilities.** 1995.

This report summarizes and outlines five federal tax incentives available for employers of persons with disabilities. The Disabled Access Credit can be utilized by small businesses (businesses whose gross receipts did not exceed \$1,000,000 the previous taxable year). The Architectural and Transportation Barrier Removal Deduction can be used by businesses that have made a facility or public transportation vehicle more accessible to persons with disabilities. The Rehabilitation Act of 1973 authorizes State Vocational Rehabilitation agencies to assist persons with disabilities to enter the competitive work force. The Job Training Partnership Act reimburses an employer 50% of the first 6 months of wages for each employee who is eligible. The Targeted Jobs Tax Credit offers employers a credit against the tax liability if individuals from nine targeted groups, including persons with disabilities, are employed.

*Available from: President's Committee on Employment of People with Disabilities, Job Accommodation Network, P.O. Box 6080, Morgantown, WV 26506-6080. (800) 232-9675; (800) 342-5526; (800) 526-7234.*

**Managing Tuberculosis and HIV Infection in Today's General Workplace.** 1992.

This brochure, in question-and-answer format, presents guidelines on handling tuberculosis and HIV infection in the workplace. It examines TB transmission, mass screening, reporting of active TB cases, employee education, connections between TB and HIV infection, and confidentiality of information under the ADA. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; (800) 243-7012 (TTY). CDC NAC inventory number D327.*

**Quick Reference to ERISA Compliance.** 1997.

This book is a reference manual for employee benefit professionals responsible for complying with the Employment Retirement Income Security Act of 1974 (ERISA) requirements. It covers ERISA reporting and disclosure requirements, exemptions, annual reporting, and special notice requirements for pension and health plans. A compliance calendar is included. *Available from: Aspen Publishers, Incorporated, Panel Publishers Division, 36 W. 44th., Suite 1316, New York, NY 10036. (212) 790-2000. ISBN: 1-56706-306-3.*

**The Response of Multinational Corporations to HIV/AIDS.** 1994.

This report reviews a study of the responses of 27 multinational corporations to AIDS. Few corporations offer more than individual counseling and referral services. Management personnel need better training in corporate policy on HIV/AIDS with regard to pre-employment testing for HIV and support for workers. All 27 corporations need improvement on HIV prevention programs, training, coordinating with local governments, monitoring, and evaluating efforts. The author suggests more information exchange between corporations. *Available from: Francois Xavier Baynoud Center of Health and Human Rights, Global AIDS Policy Coalition, Harvard University, 651 Huntington Ave., 7th Fl., Boston, MA 02115. (617) 432-0656.*

**Straight Talk About Gays in the Workplace: Creating An Inclusive, Productive Environment for Everyone in Your Organization. 1995.**

This book examines issues concerning gay men and lesbians in the workplace. It outlines how to create a gay-friendly atmosphere within the workplace, noting that homophobia can decrease productivity. This book provides assistance in developing sexual-orientation education for employees, developing an HIV/AIDS educational program, and implementing a domestic partner benefits program. Personal anecdotes are used to illustrate. *Available from: American Management Association, 1601 Broadway Ave., New York, NY 10019-7420. (800) 262-9699; (212) 586-8100.*

**Update: Provisional Public Health Service Recommendations for Chemoprophylaxis After Occupational Exposure to HIV. In: Morbidity and Mortality Weekly Report, June 7, 1996, Vol. 45, No. 22, p. 468-472.**

This report presents findings and recommendations on the use of postexposure prophylaxis (PEP) following occupational exposure to HIV. Zidovudine (ZDV) PEP has been associated with a decrease of approximately 79 percent in the risk of HIV seroconversion after percutaneous exposure to HIV infected blood in a case-control study among health care workers. PEP also prevented or ameliorated retroviral infection in some studies in animals. In currently recommended doses, ZDV PEP usually is well tolerated by health-care workers. The recommendations for administration of ZDV PEP provided herein are deemed provisional because they are based on limited data regarding efficacy and toxicity. It is noted that these recommendations were not developed to address nonoccupational exposures. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; (404) 639-2918; (800) 458-5231. CDC NAC Inventory no. D039; Price: 10¢.*

**1994 AMA Survey on HIV and AIDS-Related Policies. 1994.**

This report summarizes information gathered from a survey of United States corporations and businesses conducted by the American Management Association. Topics include percentage of businesses and corporations that have dealt with an HIV-positive employee, industries affected by the epidemic, and the percentage of companies that have HIV/AIDS-related policies. Bar and pie graphs are used to present the data. *Available from: American Management Association, 1601 Broadway Ave., New York, NY 10019-7420. (800) 262-9699; (212) 903-7933.*

## EMPLOYEE EDUCATION

### MATERIALS

**As It Should Be Done: Workplace Precautions Against Bloodborne Pathogens.** 1992.

Introduced by Secretary of Labor Lynn Martin, this videorecording examines the Occupational Safety and Health Administration (OSHA) standards on bloodborne pathogens. The two major bloodborne pathogens discussed are Hepatitis B, caused by HBV, and AIDS, caused by HIV. How these infections are caused, how exposure occurs, and how infection can be prevented through the use of universal precautions is detailed. The federal regulation that covers bloodborne pathogens is explained. The importance of reporting any occupational exposure is discussed. Examples of the practical implementation of universal precautions are given by police, emergency workers, firefighters, health care workers, housekeeping staff, laboratory technicians, and dentists. *Available from: Occupational Safety and Health Administration, Publications Office, 200 Constitution Ave., NW, N-3101, Washington, D.C. 20210. (202) 219-8151.*

**Employee Orientation Manual: HIV, HBV & Infection Control.** 1995.

This manual contains supplemental materials and an outline for a train-the-trainer workshop on HIV and Hepatitis B virus (HBV) infection control. Materials cover HIV-antibody testing, universal precautions and hazardous materials, and post-exposure procedures. *Available from: Inova Health System, Office of HIV Services, 2832 Juniper St., Fairfax, VA 22031. (800) 828-4927; (703) 204-3780.*

**HIV/AIDS: A Guide for Employees.** 1994.

This informative brochure provides general information about AIDS, and answers such frequently asked questions as, "What if a co-worker has HIV infection or AIDS?" or "Could I get HIV infection after only one encounter?" It also includes a special section with resources and contacts for more information. *Available From: National AIDS Fund, 1400 Eye Street, NW, Suite 1220, Washington, D.C. 20005. (202) 408-4848.*

**HIV/AIDS in the Workplace: A Guide for Employees.** 1995.

This brochure uses a question-and-answer format to discuss HIV/AIDS in the work environment. It defines HIV and AIDS, describes ways HIV is transmitted, and acknowledges that discriminating against people infected with HIV is prohibited in the workplace. The brochure makes recommendations about sharing equipment, facilities, and food. It states that contact with saliva, tears, and sweat is not a risk, but that in cases of heavy bleeding or blood spills, cleaning with a bleach solution is best. The brochure advises asking for more information to help distribute facts and end fear about HIV/AIDS. *Available from: Integrated Health Services, 2573 Sidney Lanier Drive, Brunswick, GA 31525. (912) 267-4273.*

**HIV/AIDS in the Workplace: Participant Manual. 1995.**

This is the manual used by participants for an HIV/AIDS training course in the workplace. The introduction outlines the objectives to be covered in the program, and lists the benefits of an HIV/AIDS education program. The first section provides AIDS 101-type information, including statistics, trends, and rates of transmission. The modes of HIV transmission are outlined, and a profile of the prevalence of HIV/AIDS in the Washington, D.C. metropolitan area is provided. Workplace information is covered in the second section. Federal legislation protecting employees with HIV/AIDS is outlined, and the issues of privacy, confidentiality, and reasonable accommodations are explained. A desktop reference guide comprises the third section, with information on discrimination, insurance, and leave administration. The final section contains a case study involving a beer distributorship in Connecticut and how a situation involving an employee with HIV/AIDS was managed. *Available from: World Institute of Leadership and Learning, 12404 Beall Mountain Lane, Potomac, MD 20854. (301) 983-6006.*

**Job Accommodation Network: Regulations for Title 1 of the Americans With Disabilities Act of 1990 (P.L. 101 - 336). 1995.**

This report prints verbatim the regulations for Title I of the Americans with Disabilities Act of 1990. Definitions of terms used in the ADA and how those terms are to be interpreted within the ADA are covered, as are exceptions to the terms of "disability" and "qualified individuals with a disability." Discrimination and what comprises discrimination are outlined. Medical examinations, reasonable accommodations, qualification standards, and drug testing are also discussed. *Available from: President's Committee on Employment of People with Disabilities, Job Accommodation Network, P.O. Box 6080, Morgantown, WV 26506-6080. (800) 232-9675; (800) 342-5526; (800) 526-7234.*

**Keeping the Workplace Safe: A Guide For Employees Regarding HIV/AIDS. 1993.**

This brochure discusses ways in which HIV is and is not transmitted, and how infection can be prevented. It looks at ways to clean up blood and body fluid spills, outlines work duties that require special precautions, and lists precautions that health care workers need to take. *Available from: Wisconsin Department of Health and Social Services, Division of Health, AIDS/HIV Program, P.O. Box 309, Madison, WI 53701-0309. (608) 267-5287.*

**Living and Working With AIDS. 1995.**

In this videorecording, three persons with AIDS, along with the sister of a man who has AIDS, relate their experiences in the workplace. Dr. Timothy Johnson, medical editor of ABC Television, serves as host and narrator. His discussion of the biological mechanism of HIV in the human body is interwoven with graphic animation and the four personal stories. Each individual emphasizes that HIV cannot be spread in the workplace or anywhere else by casual contact. Medical authorities reinforce that casual contact does not transmit HIV. Versions are available in the

following languages: Chinese, English, Korean, Tagalog, Samoan, and Vietnamese. Available from: *AIDS Action Committee of Massachusetts, AIDS Education at Work, 131 Clarendon St., Boston, MA 02116. (617) 437-6200.*

**Living and Working With HIV Infection: Advice for Teachers and Other School-Related Personnel. 1995.**

This brochure discusses employment for teachers and other school-related personnel who are living with HIV/AIDS. Reasonable accommodations, the Americans with Disabilities Act (ADA), confidentiality, and steps to take when taking a leave of absence or leaving the school system are covered. Available from: *United Federation of Teachers, 260 Park Ave. South, New York, NY 10010. (212) 598-9275. Stock No. 666 9/JD.*

**Managing Disabilities in the Workplace, 1995.**

This video presents a hypothetical situation involving a disabled employee, her manager, and the occupational health nurse. Michele informs her manager that she is struggling with a serious health condition, which is never revealed, and she will need time away from work. Vernon, her manager, is concerned about work group productivity, as well as Michele's health. Vernon and Michele both discuss the situation separately with the occupational health nurse, Nancy, who discusses disability legislation, including the Americans with Disabilities Act (ADA), medical confidentiality, and their company's policies and procedures. The end of the video portrays an HIV/AIDS education program for managers who have questions regarding reasonable accommodations and hiring policies. Available from: *American Red Cross National Headquarters, Health and Safety Services, Office of HIV/AIDS Education, 8111 Gatehouse Rd., Falls Church, VA 22042-1203. (703) 206-7431; (800) 375-2040.*

**Podemos Contagiarnos en el Trabajo? Un Drama Sobre el SIDA y la Hepatitis B. (Can We Get Infected at Work? translated title). 1995.**

This Spanish-language brochure uses characters in a workplace scenario to educate the reader about occupational risks associated with HIV/AIDS and hepatitis B. Using a question-and-answer format, a representative from the workplace's union talks with janitorial workers about cleanliness and their risks for HIV/AIDS. The representative explains that HIV/AIDS can be transmitted by blood. He suggests putting needles in noncollapsible containers and explains that blood can infect another person when it comes into contact with the eyes, mouth, or open wounds on the body. In cases of accidents on the job, the representative suggests washing well, informing the supervisor, documenting the accident, and calling the union's representative. He also notes that it is the company's responsibility to keep employees informed on how they can protect themselves. He reminds the reader that the same precautions taken to protect from HIV/AIDS also protect against the transmission of hepatitis B. The brochure also lists a number of discussion questions and telephone numbers for additional information about HIV prevention in the workplace. Available from: *Service Employees International Union, Occupational Safety and Health Department, 1313 L St., NW, Washington, D.C. 20005. (202) 898-3200.*

**Questions and Answers About Disability and Service Retirement Plan Under the ADA. 1995.**

This teaching guide presents questions and answers about disability and service retirement plans under the Americans with Disabilities Act (ADA). The guide provides information to Equal Employment Opportunity Commission field offices on some issues that have been raised in this area. The difference between a disability retirement plan and a service retirement plan is explained and potential violations are described for employers. *Available from: Equal Employment Opportunity Commission National Office, 1801 L. St., NW, Washington, D.C. 20507. (800) 669-4000; (800) 800-3302; (202) 663-4900.*

**Your Job and HIV: Are There Risks? Su Trabajo y el VIH: Existen Riesgos? Revised, April 1996. 1996.**

This brochure, available in both English and Spanish versions, answers basic questions about HIV transmission and risks associated with AIDS in the workplace. It explains the HIV-antibody test, and discusses the facts that employees and employers should know about HIV and AIDS. Risks for personal service workers and safety professionals are examined, including giving first aid or CPR on the job. Myths of casual contact transmission are dispelled. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville MD 20849-6003. (800) 458-5231. CDC NAC Inventory no. D482 (English); CDC NAC Inventory no. D483 (Spanish). Free, single copies only.*

## FAMILY EDUCATION

### MATERIALS

**AIDS Prevention Guide: For Parents and Other Adults Concerned About Youth.** Centers for Disease Control and Prevention, 1989.

This guide, available in English and Spanish, defines HIV and AIDS, discusses ways in which one can and cannot become infected, and presents answers to common questions. A chapter offers suggestions for talking with young people about HIV prevention. Other chapters focus on deciding how to address different age groups and on targeting the information to the various needs and fears of younger children. The final sections discuss organizing a community response to AIDS and list resources for further information and assistance. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; (800) 243-7012 (TTY). CDC NAC inventory number D458 (English); D115 (Spanish). Price: 10¢.*

**Are Informal Caregivers Important in AIDS Care?** University of California San Francisco, Center for AIDS Prevention Studies (UCSF CAPS), 1996.

This fact sheet considers the importance of the role played by informal caregivers of persons living with AIDS (PLWAs). Caregivers provide a wide range of support and services, such as shopping, basic assistance, medical assessment, and companionship. The fact sheet summarizes the physical and emotional burdens placed upon the caregiver. Two community-based projects, each developed to provide respite and assistance to informal caregivers, are briefly described. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. CDC NAC Inventory no. D094 (English); CDC NAC Inventory no. D828 (Spanish); Free, single copies only.*

**HIV Infection and AIDS: Are You at Risk? Infeccion por HIV y SIDA: Corre Usted Riesgo?** Centers for Disease Control and Prevention. 1994.

This brochure gives a general overview of HIV/AIDS. It discusses methods of HIV transmission, listing sexual intercourse with an infected person and sharing IV-needles with an infected person as the most common modes of transmission. It outlines how infected women can pass the virus on to their unborn children, and discusses the risk of HIV transmission through blood transfusions. Myths of casual contact transmission are dispelled. The HIV-antibody test is explained. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. CDC NAC Inventory no. D539 (English); Inventory no. D589 (Spanish). Price: 10¢.*

**Because Somebody Loves Me.** Child Welfare League of America, 1996.

This workbook offers a range of activities, puzzles, games, and exercises for young children who are coping with the death of a close friend or family member. The workbook has a removable perforated cover sheet with instructions for the adult facilitator. These instructions include a reminder that children must be included in the death and dying process of a close family member and that they should be given an appropriate opportunity to express fear, sadness, and grief. The workbook encourages children to express feelings through words and drawings, to acknowledge that there are life transitions over which they have no control, and to seek comfort and assistance from their network of family, teachers, clergy, and other caring adults. A reading list is included. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. CDC NAC Inventory no. D381; Price: \$5.50 per copy.*

**Because You Love Them: A Parent's Planning Guide.** Child Welfare League of America, 1994.

This study guide discusses planning options for parents with HIV/AIDS and other terminal illnesses. It uses brainstorming activities to help parents tell their children and family members about their illness and their feelings of denial, anxiety, and guilt. A list of children's most commonly asked questions and age-appropriate responses is provided. The manual also discusses when and how to develop plans for the care of their children. A number of financial assistance programs are discussed. Parents are also urged to consider preparing wills, arranging funerals, and designating power of attorney. Parents are encouraged to share their family histories with their children. Family tree guides and additional pages for notes are provided. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. CDC NAC Inventory no. D251 (English); CDC NAC Inventory no. D831 (Spanish); Price: \$5.50 per copy.*

**Caring for Someone With AIDS at Home: Guide.** Centers for Disease Control and Prevention and American Red Cross, National Headquarters, 1995.

This manual provides guidance for families who are caring for a person with AIDS at home. The benefits of at-home care are summarized, and guidelines for logistical, medical, and emotional preparation for the task are presented. The basic facts about HIV transmission and disease progression are provided. The manual presents strategies for making the patient feel comfortable at home, and includes information about physical exercise, breathing, physical comfort, emotional support, and the prevention of bedsores and pneumonia. Universal precautions that the caregiver should follow to guard against infection are reviewed, along with recommendations regarding proper nutrition, laundry, and immunization. The manual concludes with a discussion of pediatric AIDS, progression of symptoms, and final arrangements. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. CDC NAC Inventory no. D817; Free, single copies only.*

**Children, Parents, and HIV. 1992.**

This brochure gives parents the facts they need to know to talk to school-age children about HIV/AIDS. A section on *Important Facts to Share with Teens and Preteens* assists parents in covering vital topics at a time when adolescents may experiment with sex and drugs. *Available from: American Red Cross, National Headquarters, Office of HIV/AIDS Education, 811 Gatehouse Rd., Falls Church, VA 22042. (800) 375-2040. Stock number 329540. A photocopy of this material is available from the CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, Document Delivery Service, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. Price: \$5.10.*

**Children Who Lose Their Parents to HIV/AIDS. Child Welfare League of America, 1996.**

These guidelines focus on two major types of permanency plans for children who lose their parents to HIV: kinship care and adoption. They specifically address the issues of placing the children with kin and with adoptive families who may or may not be relatives. The guidelines are intended to help child welfare agencies develop culturally competent, comprehensive kinship care and adoption services that respond to the needs of parents who are HIV infected, children who lose their parents to HIV/AIDS, and subsequent caregivers (adoptive and extended families) for the children. *Available from: Child Welfare League of America, 440 1st St., NW, Suite 310, Washington, D.C., 20001-2085. (202) 638-2952. ISBN: 0-87868-631-2; Price: \$21.95 per copy in 1/96.*

**Locating Basic Resources for People Living With HIV Infection and AIDS. 1997.**

This report guides people living with HIV/AIDS, their families, and their friends in locating information resources on topics of importance to people living with HIV infection and AIDS. Topics include HIV/AIDS treatment, diet, nutrition, and clinical trials. Information is provided on educational materials, periodicals and journals, resource organizations, and Internet sites. *Available from: CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. CDC NAC Inventory no. D817; Free, single copies only.*

**Risky Stuff. 1994.**

This comic book presents the story of five urban Hispanic teenagers who learn that one of their friends has AIDS. The usual misconceptions come up, but, by the end of the story, the reader knows the facts about the disease. *Available from: American Red Cross, National Headquarters, Office of HIV/AIDS Education, 811 Gatehouse Rd., Falls Church, VA 22042. (800) 375-2040. Stock number 329576. A photocopy of this material is available from the CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, Document Delivery Service, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. Price: \$6.90.*

**Teenagers and HIV. 1992.**

This brochure stresses that taking risks can be deadly. It explains, in detail, safer and unsafe sexual behavior. Issues discussed include kissing, condoms, sex, and drugs, in language that teenagers will understand. *Available from: American Red Cross, National Headquarters, Office of HIV/AIDS Education, 811 Gatehouse Rd., Falls Church, VA 22042. (800) 375-2040. Stock number 329536. A photocopy of this material is available from the CDC Business and Labor Resource Service, CDC National AIDS Clearinghouse, Document Delivery Service, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231. Price: \$5.05.*

## COMMUNITY INVOLVEMENT

### MATERIALS

#### **AFSCME AIDS Quilt. 1994.**

This brochure explains the NAMES Quilt and the role of the American Federation of State, County and Municipal Employees (AFSCME) in creating new panels and using the quilt to educate employees. The history and purpose of the quilt are also discussed. *Available from: American Federation of State, County and Municipal Employees, 1625 L St., NW, Washington, D.C. 20036-5687. (202) 429-1000.*

#### **AIDS Is Your Business: A Guide to Corporate HIV/AIDS Grantmaking. 1996.**

This book is a guide for businesses on grantmaking and the role to take in combating the HIV epidemic. Beginning with a current overview of HIV's effect on the world and the projected future of the epidemic, the author emphasizes the need for private sector support, both financial and otherwise. *Available from: Funders Concerned About AIDS, 1994. Madison Ave., Suite 1630, New York, N.Y. 10017 (212) 573-5533.*

#### **A Time for Healing: An HIV/AIDS Resource for Faith Communities. 1996.**

This resource guide contains information that faith communities can use to address the issues surrounding HIV/AIDS. The guide is divided into several sections. Section I offers basic information on HIV/AIDS, including information on transmission, prevention, and how HIV affects the body. Section II discusses counseling and pastoral care for those infected and affected by HIV/AIDS. Section III offers personal stories from people who are either HIV positive or who have known someone who is. Section IV examines some of the psychosocial issues associated with HIV. Section V provides a four-part session to help faith communities look at the issues and to set up an HIV/AIDS policy for their community. The remainder of the guide contains a list of resources, such as printed materials, videos, and AIDS groups across Canada, as well as a section titled Preparing for a Death at Home. *Available from: Interfaith Association on AIDS, 302-11745 Jasper Ave., Edmonton, T5K 0N5, Canada. (403) 448-1768.*

#### **What Can I Do Besides Wear A Ribbon? 1994.**

This fact sheet lists activities people can undertake to show support in the fight against AIDS. Some suggested activities include learning the facts, sharing information with family and friends, practicing safer sex, supporting individuals with HIV, organizing a fundraiser or food drive, and lobbying elected officials. *Available from: AIDS Taskforce of Greater Cleveland, 2250 Euclid Ave., Cleveland, OH 44115. (216) 621-0766.*

#### **What You Can Do About AIDS. 1994.**

This brochure presents a summary of the facts about AIDS and HIV disease. It provides a sample letter which individuals can use to write or call elected officials and policymakers. Readers are encouraged to support legislation that prohibits discrimination against people who have HIV or AIDS, as well as legislation that funds services for people with the disease and HIV/AIDS education. *Available from: AIDS Taskforce of Greater Cleveland, 2250 Euclid Ave., Cleveland, OH 44115. (216) 621-0766. Price: \$0.25 per copy.*



## Organizations

The following pages provide information on organizations that offer assistance concerning HIV/AIDS as a workplace issue. These organizations provide resources and referral information for organizations looking to implement education programs or develop workplace policies. The listings are alphabetized and include addresses, phone numbers, and a brief description of the organization's activities and services. It is divided into two subsections, with national organizations listed in the first section. The second section lists regional and local organizations that have significant and/or model programs.

### **NATIONAL ORGANIZATIONS**

AIDS Action Council (AAC)  
1875 Connecticut Ave., NW, Suite 700  
Washington, D.C. 20009  
(202) 986-1300  
(202) 986-1345 (fax)

The AIDS Action Council (AAC) was established in 1984 by AIDS service providers nationwide to address AIDS public policy issues. AAC represents community-based organizations serving persons affected by HIV/AIDS and is a nationally recognized organization whose role is to work with the federal government to develop a comprehensive response on AIDS research and policy issues. The organization encourages biomedical research on AIDS; expedites treatment therapies; implements medical, legal, and social policies; ensures access to care for the ill; develops reimbursement programs to share the cost caused by HIV infection; and informs community service agencies of the federal government response to AIDS. The AIDS Action Council networks and provides financial assistance to organizations working with AIDS policy issues.

### **AIDS INFORMATION NETWORK (AIN)**

1211 Chestnut St., 7th Fl.  
Philadelphia, PA 19107  
(215) 575-1110  
(215) 575-1122 (fax)

The AIDS Information Network (AIN), formerly the AIDS Library of Philadelphia, provides comprehensive information on all aspects of HIV/AIDS to the public. It has an extensive reference collection of books, audiotapes, and videotapes on AIDS-related topics. The network also provides updates on AIDS-related lawsuits and a

daily updated clipping file from national newspapers and magazines. The network serves health care professionals, AIDS service organization staff members, parents, teachers, counselors, and individuals affected by the disease. The library provides referrals, a newsletter, research assistance, displays, speakers, bibliographies, and resource listings.

**AIDS NATIONAL INTERFAITH NETWORK (ANIN)**

1400 Eye St., Suite 1220  
Washington, D.C. 20005  
(202) 842-0010  
(202) 842-3323 (fax)

The AIDS National Interfaith Network (ANIN) is a coalition of religious organizations founded in 1988 by people representing Jewish, Christian, Unitarian, and other faith groups, as well as persons with HIV/AIDS, their loved ones, and care providers. It develops and assists AIDS ministries in developing local, regional, and national networks, disseminates culturally sensitive information, and offers technical assistance. As one of the national partners funded by the Centers for Disease Control and Prevention (CDC), ANIN coordinates the National AIDS Ministry Capacity Building for Prevention Project. Through this project, ANIN will expand its capacity within national religious AIDS networks and will encourage individual AIDS ministries to participate in HIV prevention efforts.

**AMERICAN FEDERATION OF LABOR-CONGRESS OF INDUSTRIAL ORGANIZATIONS (AFL-CIO), GEORGE MEANY CENTER FOR LABOR STUDIES**

10000 New Hampshire Ave.  
Silver Spring, MD 20903  
(301) 431-5453  
(301) 434-0371 (fax)

The American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) is the national labor federation comprised of affiliated international and national unions. The AFL-CIO, in conjunction with its adult education center, The George Meany Center for Labor Studies, has developed educational materials on HIV/AIDS that are distributed to union members. The AFL-CIO education program includes technical assistance to union affiliates and Train-the-Trainer workshops for union leaders.

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)**

1625 L St., NW  
Washington, D.C. 20036-5687  
(202) 429-1000  
(202) 429-1293 (fax)

The American Federation of State, County and Municipal Employees (AFSCME) is a union representing public sector employees. The AIDS program consists of educating members about HIV/AIDS through workshops and printed materials, and conducting Train-the-Trainer workshops for union leaders. AFSCME's program also provides technical assistance to councils and locals. The workshops are tailored to specific audiences; health care workers, correctional officers, clerical staff, and sewer and wastewater workers are among those who have been involved. It also produces printed materials on HIV/AIDS.

**AMERICAN MANAGEMENT ASSOCIATION (AMA)**

1601 Broadway Ave.  
New York, NY 10019-7420  
(212) 586-8100  
(212) 903-8169 (fax)

The American Management Association (AMA) provides educational forums worldwide where members and their colleagues learn superior, practical business skills and explore best practices of world-class organizations through interaction with each other and expert faculty practitioners. AMA's publishing programs provide tools that individuals use to extend learning beyond the classroom in a process of life-long professional growth and development through education. AMA distributes educational materials on a variety of HIV-related issues.

**AMERICAN RED CROSS, NATIONAL HEADQUARTERS, HEALTH AND SAFETY SERVICES, HIV/AIDS EDUCATION**

8111 Gatehouse Road, 6th Fl.  
Falls Church, VA 22042-1203  
(800) 375-2040  
(703) 206-7754 (fax)  
<http://www.redcross.org>

The American Red Cross, National Headquarters, produces an HIV/AIDS curriculum for Red Cross-trained workplace HIV/AIDS instructors/trainers who present information and conduct training on a local basis. Certain issues are always referred outside of the National Headquarters, as follows: Policy development is referred to the National AIDS Fund; general resources and bulk materials, to the Business and Labor Resource Service (BLRS); Red Cross-produced materials and local presentations, to local American Red Cross chapters; and instructor/trainer training, to local American Red Cross chapters.

### **AMERICAN RUN FOR THE END OF AIDS (AREA)**

2350 Broadway  
New York, NY 10024  
(212) 580-7668  
(212) 580-7668 (fax)

American Run for the End of AIDS (AREA) is an AIDS awareness/prevention/education organization that organizes events to promote awareness about HIV/AIDS and to promote prevention education. Some of the events AREA has sponsored include the Rainbow Run, a 9,000-mile run from San Francisco to British Columbia; and the Rainbow Roll, a 4,500-mile in-line skate venture from San Francisco to New York. AREA also holds annual candlelight marches in New York. The money AREA raises is given to non-profit community-based organizations that work in the area of HIV/AIDS education.

### **COMMUNITY LESBIAN AND GAY RESOURCE INSTITUTE, WALL STREET PROJECT**

28 E. 4th St., No. 7  
New York, NY 10003  
(212) 406-5272  
<http://www.interport.net/~clgri>

The Wall Street Project provides free information and referrals for persons who have been fired because of HIV/AIDS. It collects stories and information about employers with positive attitudes as well as those with a record of discrimination. The Project recommends positions to job seekers. Its Census of Sexual Orientation Policies of the Fortune 1,000 evaluates many companies' benefit and EEO policies.

### **FUNDERS CONCERNED ABOUT AIDS (FCAA)**

310 Madison Ave., Suite 1630  
New York, NY 10017  
(212) 573-5533  
(212) 949-1672 (fax)

Funders Concerned About AIDS (FCAA) is an association of 1,200 individual grantmakers from foundations and corporations throughout the U.S. who are mobilizing philanthropic leadership and strategic resources to eradicate the HIV/AIDS pandemic. FCAA also addresses economic and social issues. It convenes bi-monthly educational briefings and publishes action guides for grantmakers on developing topics in HIV/AIDS. FCAA's committees conduct work in domestic public policy and leadership, and corporate outreach. FCAA also maintains a strong presence in these areas in the international grantmaking community and is affiliated with organizations in approximately 12 nations.

## **GAY MEN'S HEALTH CRISIS (GMHC)**

129 W. 20th St.  
New York, NY 10011-3629  
(212) 367-1206  
(212) 337-3656 (fax)  
<http://www.gmhc.org>

Gay Men's Health Crisis (GMHC), Professional Education Programs provide training and consultation services to the business and nonprofit communities. This workplace program addresses basic medical and prevention information for all employees; company policy development; legal obligations of employers; supervisory concerns when an employee is diagnosed; confidentiality in the workplace; financial impact and resources for a company; and psychosocial issues involving employees who have HIV/AIDS, who are caregivers, or who are colleagues of an HIV-positive individual. Consultations and trainings use a small-group interactive model which can be flexibly tailored to the needs of a specific organization and encourages ongoing relationships with organizations to meet changing needs.

## **HISPANIC DESIGNERS, INCORPORATED (HDI), NATIONAL HISPANIC EDUCATION AND COMMUNICATIONS PROJECTS**

1000 Thomas Jefferson St., NW, Suite 310  
Washington, D.C. 20007  
(202) 337-9633  
(202) 337-9635 (fax)

Hispanic Designers, Incorporated (HDI), is a nonprofit communications and social marketing organization specializing in both Spanish and English language education and information programs targeting the Hispanic community. HDI provides AIDS education public service announcements (PSAs) in both Spanish and English, and broadcasts culturally appropriate messages on two major Spanish networks, Univision and Telemundo. HDI created the Education Leadership Council for Latinas: Partners for Health, a national network of Hispanic women leaders involved in public health that aims to facilitate AIDS education in communities across the nation.

## **HOLLYWOOD SUPPORTS**

6922 Hollywood Blvd., Suite 1015  
Los Angeles, CA 90028  
(213) 655-7705  
(213) 962-6203 (fax)  
<http://hsupports.org>

Hollywood Supports is an entertainment industry project established by leading industry figures to counter workplace fears and discrimination. It also urges the adoption of written policies of nondiscrimination on the basis of sexual orientation.

Hollywood Supports has completed a survey of major employers' health insurance and disability benefits, for the purpose of advising major employers on how benefits could be improved; established a bimonthly meeting of executive directors of AIDS and gay and lesbian organizations in Los Angeles to facilitate networking; and provided technical information and assistance in connection with various film projects.

### **NAMES PROJECT FOUNDATION, AIDS MEMORIAL QUILT**

310 Townsend St., Suite 310  
San Francisco, CA 94107  
(415) 882-5500  
(415) 882-6200 (fax)  
<http://www.aidsquilt.org>

The NAMES Project Foundation will help businesses coordinate a display of a section of the AIDS Memorial Quilt in the workplace. The presence of the Quilt often enables businesses to strengthen an ongoing dialogue about AIDS and thus encourage employees to take a look at their own behavior and at their attitudes toward colleagues who may be infected. By hosting the AIDS Memorial Quilt, a company demonstrates to its employees that they are involved in the struggle against AIDS, concerned about long-range effects, and committed to taking action.

### **NATIONAL AIDS FUND**

1400 Eye St., NW, Suite 1220  
Washington, D.C. 20005-2208  
(202) 408-4848  
(202) 408-1818 (fax)

The National AIDS Fund (NAF) is a non-profit organization comprising many of the nation's leading businesses, labor unions, and voluntary organizations, who are committed to serving as leaders in responding to the impact of AIDS in the workplace. The National AIDS Fund's Workplace Resource Center (WRC) develops resources and provides guidance on fighting the spread of HIV through effective workplace education policies and practices. Outreach and technical assistance are tailored to specific industries, geographic regions, companies, and trade associations. The Workplace Resource Center has developed educational brochures for employees, supervisors, and managers; as well as guidelines on HIV education and prevention programs, writing and implementing effective personnel policies, and accommodating employees with HIV. The WRC provides comprehensive consulting services to companies responding to the impact of AIDS in the workplace.

## **NATIONAL ALLIANCE OF STATE AND TERRITORIAL AIDS DIRECTORS (NASTAD)**

444 N. Capitol St., NW, Suite 339  
Washington, D.C. 20001-1512  
(202) 434-8090  
(202) 434-8092 (fax)

The National Alliance of State and Territorial AIDS Directors (NASTAD) was formed in 1992 to promote more effective national, state, and local responses to the AIDS epidemic, to prevent the occurrence of HIV infection, and to ensure access to comprehensive care for people living with HIV and AIDS. NASTAD represents HIV/AIDS program managers in each U.S. state and territory. NASTAD members are responsible for administering AIDS health care, prevention, education, and support service programs, including those funded under Title II of the Ryan White CARE Act. In partnership with CDC and other national and regional organizations, NASTAD began the Technical Assistance (TA) Project to implement a community planning process for identifying unmet needs and establishing priorities for HIV prevention programs. NASTAD conducts assessments of grantees to determine the need for technical assistance, conducts training workshops for AIDS directors on HIV prevention community planning, maintains an information exchange for grantees, and also maintains a list of peer consultants who deliver onsite technical assistance to grantees.

## **NATIONAL ASSOCIATION OF BROADCASTERS (NAB)**

1771 N St., NW  
Washington, D.C. 20036  
(202) 429-5300  
(202) 775-2981 (fax)  
<http://www.nab.org>

The National Association of Broadcasters (NAB) is the broadcasting industry's largest, most inclusive trade association, and counts among its members all the major television and radio networks and more than 6,000 individual radio and 1,000 television stations. In an effort to increase public awareness and knowledge about AIDS, the NAB encourages public support for constructive action and the reduction of HIV transmission by influencing both attitudes and behavior. The NAB is involved in a cooperative consortium of national organizations which, as part of a coordinated effort to reach the general public and high-risk groups, entered into an agreement with the Centers for Disease Control and Prevention (CDC) to collect and provide information on attitudinal behaviors as part of an AIDS awareness education campaign. The NAB has devoted several editions of TeleJournal, the association's monthly satellite feed to member television stations, to the topic. A special newsletter devoted solely to AIDS provides basic information for station use within the community. A comprehensive listing of available AIDS audio and video program materials and public service announcements (PSAs) has been compiled and distributed. An AIDS Project song, Take the Time, was created for use

by radio stations as a unique way of addressing the younger audience. NAB conducts a series of special AIDS briefings for broadcasters in high incidence markets.

### **NATIONAL ASSOCIATION OF PEOPLE WITH AIDS (NAPWA)**

1413 K St., NW, 7th Fl.  
Washington, D.C. 20005-3476  
(202) 898-0414  
(202) 898-0414 (TTY)  
(202) 898-0435 (Fax)  
<http://www.thecure.org>

The National Association of People with AIDS (NAPWA) provides schools, corporations, community groups, and professional organizations with speakers who live with HIV disease on a daily basis and can translate numbers and statistics into human experience. NAPWA maintains a national network of speakers with geographic and demographic diversity.

### **NATIONAL COUNCIL OF LA RAZA (NCLR), CENTER FOR HEALTH PROMOTION, AIDS CENTER**

810 First St., NE, Suite 300  
Washington, D.C. 20002  
(202) 289-1380  
(202) 289-8173 (fax)

The National Council of La Raza (NCLR), Center for Health Promotion, AIDS Center, established in 1989 and funded by the Centers for Disease Control and Prevention (CDC), is designed to provide national technical assistance and training on issues related to HIV and other sexually transmitted diseases (STDs) and to increase the capacity of Hispanic and non-Hispanic organizations committed to reducing the spread of HIV/STDs in the Hispanic community. The AIDS Center provides culturally appropriate, Hispanic-specific assistance in program development, management, evaluation, resource development, coalition building, and organizational development. It develops and disseminates extensive materials to help organizations develop, operate, and evaluate effective AIDS-related interventions. Through the AIDS Center Network, the information dissemination system provides access to a computerized database of network members, the AIDS/health mailing list and a quarterly newsletter, NCLR AIDS/SIDA Network News, which focuses on Hispanic community-based HIV/STD education techniques, current research, and culturally appropriate resources and models. The AIDS Center also provides a liaison to mainstream national, regional, state, and local agencies, both public and private, to increase the awareness and capacity of non-Hispanic organizations to effectively serve this population.

### **NATIONAL COUNCIL OF NEGRO WOMEN (NCNW)**

633 Pennsylvania Ave., NW

Washington, D.C. 20004

(202) 737-0120

(202) 737-0476 (fax)

<http://www.usbol.com/ncnw>

The mission of the National Council of Negro Women (NCNW), a coalition of more than 30 African American women's organizations, is to harness the power of African American and other minority women to ensure access to, and full participation in, the socioeconomic political systems which impact the quality of life for all persons. To carry out this mission, NCNW works through and with affiliated organizations, individuals, and a diversity of agencies and organizations in both the public and private sectors. The NCNW's HIV/STD Training and Technical Assistance Project (TTAP) provides technical assistance and training to minority community-based organizations and collaborates with public health agencies in the effective delivery of HIV/STD prevention services targeting African American women and their families.

### **NATIONAL EDUCATION ASSOCIATION, HEALTH INFORMATION NETWORK (NEA HIN)**

1201 16th St., NW, Suite 521

Washington, D.C. 20036-3290

(202) 822-7570

(202) 822-7775 (fax)

The National Education Association Health Information Network (NEA HIN) provides school employees with information on a variety of health issues of concern to students and school personnel. It helps NEA's 2.2 million members plan and implement effective health education programs in schools across the country.

### **NATIONAL LATINO/A LESBIAN AND GAY ORGANIZATION, INCORPORATED (LLEGO)**

1612 K St., NW, Suite 500

Washington, D.C. 20006

(202) 466-8240

(202) 466-8530 (fax)

The National Latino/a Lesbian and Gay Organization (LLEGO), Incorporated, founded in 1987, is a nonprofit nationwide network of lesbian and gay Latinos/as throughout the United States and Puerto Rico. LLEGO maintains a database and directory of resources for gay Latinos and lesbian Latinas, and holds regional conferences yearly. LLEGO also operates the Technical Assistance and Training for AIDS (TATA) project for Latino/a lesbian and gay community-based organizations, mainstream Latino/a organizations, and non-Latino/a AIDS service organizations. LLEGO provides seed funding for Latino lesbian and gay organizations, and works to promote civil rights issues.

### **NATIONAL MINORITY AIDS COUNCIL (NMAC)**

1931 13th St., NW  
Washington, D.C. 20009-4432  
(202) 483-6622  
(202) 483-1135 (fax)  
(202) 483-1127 (fax)

The National Minority AIDS Council (NMAC) was formed in 1987 to develop leadership within communities of color, including African Americans, Hispanics, Asians, and Native Americans to address issues of HIV infection. NMAC's goals are to act as a national advocate for each of these groups and to unite their individual AIDS programs into a national agenda on a grassroots level. NMAC also conducts policy analysis and makes recommendations to government leaders in the effort to elicit a comprehensive minority response to the challenges of HIV infection. NMAC provides direct technical assistance to community-based organizations (CBOs) in the fields of management, fundraising, and strategic planning.

### **NATIONAL NATIVE AMERICAN AIDS PREVENTION CENTER (NNAAPC)**

134 Linden St.  
Oakland, CA 94607  
(510) 444-2051  
(510) 444-1593 (fax)  
<http://www.nnaapc.org>

The National Native American AIDS Prevention Center (NNAAPC) is an organization directed and managed by and for Native Americans, Alaska Natives, and Hawaii Natives. It provides training and technical assistance to local Native communities so that they may begin HIV prevention activities. The Center also operates a clearinghouse for Native American-specific AIDS and sexually transmitted diseases (STDs) information, and publishes a quarterly newsletter. The National Indians AIDS Media Consortium, a NNAAPC project, is working to incorporate Native American journalists and other media professionals in a national AIDS information/education campaign. This media project is being undertaken in cooperation with the Native American Press Association.

### **NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA), HIV/AIDS EDUCATION PROJECT**

1680 Duke St.  
Alexandria, VA 22314-3493  
(703) 838-6754  
(703) 683-7590 (fax)  
<http://www.nsba.org>

The National School Boards Association (NSBA) conducts workshops for administrators and school board members on the need for effective HIV prevention educa-

tion for youth and school personnel. Workplace materials available include sample policies, information on workplace needs, requirements, and resources to assist local school officials and other school personnel.

**PRESIDENT'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES,  
JOB ACCOMMODATION NETWORK**

918 Chestnut Ridge Rd., Suite 1  
West Virginia University  
Morgantown, WV 26506-6080  
(800) 526-7234 (TTY and voice)  
(800) 526-7234 (Spanish)  
(800) 342-5526 Computer Bulletin Board  
(304) 293-5407 (fax)  
<http://janweb.icdi.wvu.edu>

The President's Committee on Employment of People with Disabilities Job Accommodation Network is a phone information service. Several 800 lines are staffed by consultants who assist callers with issues related to the Americans with Disabilities Act (ADA) and employee accommodations. Phone consultants suggest accommodations which employers can implement for employees with disabilities. All telephone numbers are voice and TTY.

**SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), OCCUPATIONAL SAFETY  
AND HEALTH DEPARTMENT**

1313 L St., NW  
Washington, D.C. 20005  
(202) 898-3200  
(202) 898-3491 (fax)

The Service Employees International Union (SEIU) is a labor union representing service workers in the United States and Canada. The membership includes health care workers, clerical workers, and government workers. The SEIU, under grants from the Robert Wood Johnson Foundation and the Centers for Disease Control and Prevention (CDC), has expanded its workplace programs. The SEIU AIDS Education Project provides the following services for union members: technical assistance to stewards negotiating a workplace education program or workplace policy; model contract language concerning AIDS in the workplace; and training, including train-the-trainer, at the local level.

**UNITED AUTO WORKERS GENERAL MOTORS HUMAN RESOURCE HEALTH AND SAFETY TRAINING CENTER, AIDS INFORMATION NETWORK**

1030 Doris Rd.  
Auburn Hills, MI 48326-2713  
(810) 340-7800

The United Auto Workers General Motors Human Resource Health and Safety Training Center provides a corporate-wide AIDS education program with four principal target audiences: employees, family members, managers, and local union officials. Each GM plant also coordinates educational activities within its local community. A brochure about AIDS is available to every GM employee upon request. A lending library is available to employees to borrow videorecordings about AIDS and use them for family education. Specific guidelines on HIV testing, protecting employee confidentiality, and assisting employees with AIDS have been provided to representatives of each facility's Employee Assistance Program (EAP). Certain services are available to the deaf and in Spanish.

**UNITED WAY OF AMERICA**

701 N. Fairfax St.  
Alexandria, VA 22314-2034  
(703) 836-7100  
(703) 683-7840 (fax)  
<http://www.unitedway.org>

The United Way of America is the national trade association for local United Ways. It is an independent community organization that raises money and provides funding to help meet local human and health care needs, including those related to AIDS. It also produces a brochure on HIV with recommendations for employers and employees, a report on HIV prevention, and suggestions for program implementation, including funding sources, organized labor, and volunteers.

**U.S. OFFICE OF PERSONNEL MANAGEMENT, OFFICE OF EMPLOYEE RELATIONS AND WORKFORCE PERFORMANCE, DIVISION OF FAMILY PROGRAMS AND EMPLOYEE RELATIONS, EMPLOYEE HEALTH SERVICES POLICY CENTER**

1900 E St., NW, Rm. 7425  
Washington, D.C. 20415  
(202) 606-1269  
(202) 606-0967 (fax)

The U.S. Office of Personnel Management provides guidance to federal agency personnel, including personnel managers, employee/labor relations specialists, Employee Assistance Program staff, manager/supervisors, and employees, on HIV/AIDS-related workplace issues.

**U.S. SMALL BUSINESS ADMINISTRATION (SBA), OFFICE OF THE CHIEF  
COUNSEL FOR ADVOCACY**

409 3rd St., SW, Suite 7800  
Washington, D.C. 20416  
(202) 205-6533  
(800) 827-5722  
(202) 205-6928 (fax)

The U.S. Small Business Administration (SBA) provides information, referral services, and some technical assistance to small businesses developing HIV/AIDS workplace programs.

**WOMEN ORGANIZED TO RESPOND TO LIFE-THREATENING DISEASES  
(WORLD)**

3948 Webster St.  
Oakland, CA 94609  
(510) 658-6930  
(510) 601-9746  
<http://www.womenhiv.com>

Women Organized to Respond to Life-Threatening Diseases (WORLD) works to provide support and information to women with HIV/AIDS and their friends, families, and loved ones; educate and inspire women with HIV/AIDS to advocate for themselves, one another, and their communities; and promote public awareness of women's HIV/AIDS issues. WORLD offers support groups and retreats, sponsors conferences, offers a speakers bureau, provides information and referrals, and publishes two newsletters.

**REGIONAL/LOCAL ORGANIZATIONS**

**AID ATLANTA**

1438 W. Peachtree St., NW, Suite 100  
Atlanta, GA 30309-2955  
(404) 872-0600  
(404) 885-6799 (fax)  
<http://www.aidatlanta.org>

AID Atlanta offers services related to AIDS in the workplace, tailored to the needs of the client organizations.

**AIDS ACTION COMMITTEE OF MASSACHUSETTS (AAC), AIDS EDUCATION AT WORK PROGRAM**

131 Clarendon St.  
Boston, MA 02116  
(617) 437-6200  
(617) 437-6445 (fax)  
<http://www.aac.org>

The AIDS Action Committee of Massachusetts, AIDS Education at Work Program, is a community-based organization providing employee education, educational materials, train-the-trainer sessions, workshops, workplace programs, and seminars. It helps companies develop HIV/AIDS policies.

**AIDS PROJECT LOS ANGELES (APLA), AIDS IN THE WORKPLACE PROGRAM**

1313 North Vine St.  
Los Angeles, CA 90028  
(213) 993-1600  
(213) 993-1598 (fax)  
<http://apla.org>

AIDS Project Los Angeles' AIDS in the Workplace Program works closely with companies to tailor an HIV/AIDS education program to their specific requirements. Educational services include a speakers' bureau as well as interactive and video-based programs.

**HEALTH EDUCATION RESOURCE ORGANIZATION (HERO)**

101 W. Read St., Suite 825  
Baltimore, MD 21201-4918  
(410) 685-1180  
(410) 752-3353 (fax)

Health Education Resource Organization (HERO) advocates for and provides direction to persons living with HIV/AIDS (PLWAs), as well as educating the community. HERO provides legal services, case management, mental health services, and volunteer companions for PLWAs.

**MOBILIZATION AGAINST AIDS (MAA)**

584B Castro St.  
San Francisco, CA 94114  
(415) 863-4676  
(415) 863-4740 (fax)  
<http://www.hooked.net/users/candle>

Mobilization Against AIDS (MAA) is California's oldest nonprofit HIV/AIDS advocacy organization. MAA lobbies all levels of government for improved policies and funding for HIV/AIDS treatment, research, and education. MAA also coordinates

the International AIDS Candlelight Memorial and Mobilization. Through the San Francisco AIDS Dance-A-Thon, MAA makes grants to community-based HIV/AIDS organizations.

**WHITMAN-WALKER CLINIC, TRAINING INSTITUTE**

1407 S St., NW.

Washington, D.C. 20009

(202) 797-3500

The Whitman-Walker Clinic Training Institute conducts AIDS information training for large corporations, small businesses, government agencies, and military units throughout the Washington, D.C. metropolitan area. The program holds a variety of training programs for staff, including specialized training for managers.



## FREE PUBLICATIONS

### Posters

- Be Concerned About Getting HIV. But Don't Worry About Getting It Here (P303)
- This Isn't How You Get HIV. It's How You Treat Someone Who Has It (P302)

### Other Materials

- Business and Labor Resource Service Rolodex Card (B260)
- Business and Labor Resource Service Order Form (B254)
- Business Responds to AIDS/CDC National Teleconference Highlights (V310)
- HIV Infection and AIDS: Are You At Risk? (English D539, Spanish D589)
- Managing Tuberculosis and HIV Infection in Today's General Workplace (Limited to one copy. D327)
- Sample Policies (Single copies only. D296).
- Your Job and HIV: Are There Risks? Su Trabajo y el VIH: Existen Riesgos? (English D482, Spanish D483).

### Business and Labor Resource Service Bibliography Series

- D776 The Americans with Disabilities Act
- D780 HIV/AIDS Workplace Policy Development
- D777 HIV/AIDS and Employees
- D786 HIV/AIDS and Labor Unions
- D778 HIV/AIDS and Managers/Supervisors
- D407 HIV/AIDS Workplace Educational Materials in Spanish
- D779 HIV/AIDS and Occupational Safety
- D408 HIV/AIDS and Correctional/Law Enforcement Personnel

*The CDC National AIDS Clearinghouse requires prepayment of orders to cover the cost of postage and handling. All orders require a \$5 minimum order (excluding orders for free items only). A 25% discount applies to orders for 100 copies or more.*

### KITS

The pricing for Manager's and Labor Leader's Kits is as follows: 1-5 kits are \$25 each; 6-150 kits are \$20 each; more than 150 kits are \$15 each.

|   | Price | Quantity | Cost    |
|---|-------|----------|---------|
| • CDC Business Responds to AIDS<br>Manager's Kit (D042)   | _____ | x _____  | = _____ |
| • CDC Labor Responds to AIDS Labor<br>Leader's Kit (D262) | _____ | x _____  | = _____ |

**PUBLICATIONS**

|  | Price  | Quantity          | Cost             |
|--|--------|-------------------|------------------|
| • AIDS Prevention Guide: For Parents and Other Adults Concerned About Youth (One copy free; 10¢ per copy for multiple copies.) |        |                   |                  |
| English (D458)   | _____  | x _____           | = _____          |
| Spanish (D115)   | _____  | x _____           | = _____          |
| • HIV/AIDS In the Workplace<br>(Limited to one copy. AD0014246)  | \$5.50 | x 1 =             | _____            |
| • Developing a Labor - Management Task Force on AIDS in the Workplace<br>(Limited to one copy. AD0010916)                      | \$6.15 | x 1 =             | _____            |
| • HIV/AIDS: A Challenge for the Workplace<br>(Limited to one copy. D359)   | \$7.50 | x 1 =             | _____            |
| • A Guide to Social Security and SSI Disability Benefits for People with HIV Infection (10¢ per copy)                          | \$0.10 | x 1 =             | _____            |
| English (D443)   |        |                   |                  |
| Spanish (D446)   |        |                   |                  |
| • CDC HIV/AIDS Policy (AD0015376)  | \$5.30 | x 1 =             | _____            |
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## ADDRESS

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\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

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City/State/Zip

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Daytime telephone number

Check or money order made out to the CDC National AIDS Clearinghouse is enclosed.

Purchase order is enclosed. Charge: • MasterCard • Visa • American Express

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**CDC Business and Labor Resource Service**

**P.O. Box 6003**

**Rockville, MD 20849-6003**

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