

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: College AIDS Education and Prevention**

**DATE: March 1, 1993**

**NUMBER: 2.46**

**REVISION(S): 12/19/94, 7/21/98**

The Occupational Safety and Health Administration (OSHA) requires the College to provide employees with education about AIDS. As required, this education includes:

1. Definition, cause, transmission, and incidence of AIDS.
2. Behaviors that put individuals at risk of exposure to AIDS and precautions that reduce risk.
3. Universal Precautions and location of barrier precautions for safely dealing with accidental blood and body fluids at work.
4. College AIDS policy and local AIDS resources.
5. Acceptance of co-workers and students with AIDS.

The law requires all employees (full- and part-time) to participate in this general education program and also requires documentation of their participation.

**Universal Precautions Information - Center for Disease Control (CDC)**

An employee may experience a body fluid spill from a co-worker or student while at the College. Because blood and body fluids contaminated with blood are routes of transmission for the AIDS virus called HIV, exposures to these fluids are potential exposures to HIV. In order to prevent the transmission of HIV, the following information will be given to all employees:

1. Universal Precautions guidelines for safely dealing with these accidental exposures (including "handling exposures resulting from spills")
2. Location of barrier precautions
3. Exposure report form
4. Review of College AIDS policy

Consistent with the Arkansas State Board of Health guidelines, Universal Precautions are required to be used with all spills of/or accidental exposures to blood or other body fluids. The ACA requires that employees who fail to use required Universal Precautions will be disciplined. In compliance with OSHA, normal College disciplinary procedures will be followed.

## **AIDS and HIV Prevention Training**

This policy requires specialized training for those groups of employees who are at greater risk of exposure to blood or other body fluids, especially those contaminated with blood, during their work at the College.

## **Availability of HIV Testing**

The College will refer individuals who have documented College-related exposures to appropriate counseling designed to assess the need for HIV testing. The Management of Exposures & HIV Testing Guidelines will be applied in all cases of documented exposures at the College. The College will record that this counseling and test information has been offered.

## **Resources**

The College will use the Universal Precautions and guidelines that are recommended by the Arkansas State Board of Health as the foundation for AIDS education and training.

## **AIDS and Handicap Law Section 504 of the Federal Rehabilitation Act of 1973**

Ouachita Technical College is an Affirmative Action/Equal Opportunity institution and will protect the rights of disabled employees including those with AIDS. The College will make reasonable accommodations for disabled employees. Any College action for reasonable accommodation will take into consideration the well-being of the affected individual, fellow employees, students, and the College.

## **The Ten Principles for the Workplace**

1. People with AIDS or HIV infection are entitled to the same rights, benefits, and opportunities as people with other serious or life-threatening illnesses.
2. Employment practices must, at a minimum, comply with Federal, State, and local laws and regulations.
3. Employment practices should be based on the scientific and epidemiological evidence that people with AIDS or HIV infection do not pose a risk of transmission of the virus to coworkers through ordinary workplace contact.
4. The highest levels of management should unequivocally endorse nondiscriminatory employment practices and education programs or information about AIDS.
5. Managers should communicate their policies and practices to workers in simple, clear, and unambiguous terms.
6. Managers should provide employees with sensitive, accurate, and up-to-date information about risk-reduction in their personal lives.

7. Managers and coworkers must protect the confidentiality of employees medical/insurance information.
8. To prevent work disruption and rejection by coworkers of an employee with AIDS or HIV infection, managers should undertake education for all employees before such an incident occurs and as needed thereafter.
9. Managers should not require HIV screenings as part of pre-employment or general workplace physical examinations.
10. In those special occupational settings where there may be a potential risk of exposure to HIV (for example, in some health care settings or maintenance), managers should provide specific, ongoing education and training, as well as the necessary equipment to reinforce appropriate infection control procedures and ensure that they are implemented.

In certain occupational health care settings, specific procedures should be made available to any employee who has had an exposure incident. Should there be percutaneous exposure (e.g. needlestick), the exposed employee may take a post-exposure therapy.

(These 10 principles were developed in 1990 by the Citizens Commission of AIDS of New York City and Northern New Jersey.)

**Resources**

**Center for Disease Control (CDC) Business and Labor Resources Services (BLRS)**

1-800-458-5231 or 1-800-243-7012 (TDD for persons with hearing impairments).

Fax is 301-519-6616

Home Page: [www.brta-lrta.org](http://www.brta-lrta.org)

**CDC National AIDS Hotline**

1-800-342-AIDS (2437), 1-800-344-7432, and 1-800-243-7889 (TTY for deaf access)

**The American Bar Association**

Contact Project Director, AIDS & Development Disabilities Project, American Bar Association, 1800 M Street, NW, Washington, DC 20036, 202033102282,

**The Department of Public Health**

**AIDS Service Agencies**

**U.S. Department of Labor Occupational Safety and Health Administration**

Region VI, 525 Griffin Street, Room 602, Dallas, TX 75202, 214-767-4731

AUTHENTICATION (Signature):		COPP
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President	(Date)	2.46