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A Guide to AIDS in the Workplace Resources

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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. The age group (25-44 years) affected by HIV/AIDS 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 Americans 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 Prevention Information Network 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. Information specialists answer questions about setting up employee education programs and preparing HIV/AIDS policies. To speak to an information specialist, call 1-800-458-5231. Bilingual information 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 Prevention Information Network. Available from: CDC Business and Labor Resource Service, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; (888) 282-7681 (fax); (800) 243-7012 (TTY); CDC BLRS inventory number D042. See ordering information in the back of this guide.

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. An audio cassette introduces the kit and explains why HIV/AIDS is such an important issue for unions to address. 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, poster, 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 Prevention Information Network. Available from: CDC Business and Labor Resource Service, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; (888) 282-7681 (fax); (800) 243-7012 (TTY); CDC BLRS inventory number D262. See ordering information in the back of this guide.



Reference Materials

WORKPLACE POLICY

ARTICLES

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.

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.

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, 1331 F Street NW, 3rd Floor, Washington, DC 20004-1107. (800) 526-7234; (202) 376-6200. <http://janweb.icdi.wvu.edu>*

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, Division of Administration, Special Programs and Services Unit, 1099 14th Street NW, Washington, DC 20570-0001. (202) 273-3890.*

Protecting Your Private Health Insurance: How the Health Insurance Portability Act of 1996 (HIPPA) Could Help You! August 1998

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: The National Association of People with AIDS, 1413 K Street NW, Washington, DC 20005-0435. (202) 898-0414; fax (202)898-0435. <http://www.napwa.org>.*

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, DC 20005-2208. (888) 234-2437. <http://www.aidsfund.org>*

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, 277 S. Washington Street, Suite 100, Alexandria, VA 22314. (703) 684-4000; fax (703) 836-2313.

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 Drive, Room 330, New York, NY 10115. (212) 870-3871; fax (212) 870-3624. <http://www.gbgm-umc.org>.*

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: Fairview Press, 2450 Riverside Avenue South, Minneapolis, MN 55454. (800) 544-8207; (612) 672-8207.*

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.

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

A Snapshot of an Epidemic in Flux: A Survey of Effective Legal Strategies for Survival in Changing Times

Crockett, Paul Hampton. February 1998.

This series of articles describes various legal decisions and their implications for HIV/AIDS employment issues, disability, and an affected person's decision to return to work. *Available from: <http://www.thebody.com/crockett/snapshot/snapshot1.html>.*

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.

Employers Learn to Live with HIV

Greene, Jay. February 1998.

This article reviews the benefits of developing and implementing an HIV policy in the workplace and includes comments from businesses that have successfully managed HIV in their organizations. *Available from: <http://www.shrm.org/hrmagazine/articles/0298aids.htm>.*

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.

It's Growing! The Americans with Disabilities Act has been Expanded to Cover More Conditions, Courtesy of a Recent Decision by the U.S. Supreme Court

Bland, Timothy. February 1998.

This article discusses the recent Supreme Court ruling of *Bragdon vs. Abbott* and addresses how businesses and employees with HIV can interpret the ruling with respect to reasonable accommodations under the Americans with Disabilities Act. Available from: <http://www.shrm.org/hrmagazine/articles/1198bland.htm>.

Nation's High Court Issues Landmark Ruling on Federal Law and HIV

Crockett, Paul Hampton. September 1998.

This article reviews the 1998 *Bragdon vs. Abbott* case in which an asymptomatic patient who disclosed her HIV status was refused treatment in a local dentist's office. The patient was offered treatment at a local hospital instead, which could have been at higher cost to her. The author reviews the case and its implications and provides a detailed explanation of the findings.

Available from: <http://www.thebody.com/crockett/bragdon.html>.

Status of the ADA for People with HIV: Not Dead Yet!

Hanssens, Catherine. October 1999.

This report discusses current legal issues concerning the Americans with Disabilities Act and persons with HIV/AIDS. The report also provides an overview of recent Supreme Court rulings and their possible effects on long-term HIV/AIDS litigation.

Available from: <http://www.thebody.com/lambda/status.html>.

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

***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, Publications Center, P.O. Box 12549, Cincinnati, OH 45212. (800) 669-3362; TTY (800) 800-3302. Publication no. EEOC-BK17.*

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 ones on HIV, STDs, and tuberculosis adapted from the recommendations for clinical preventive services. *Available from: Washington Business Group on Health, 50 F Street NW, Suite 200, Washington, DC 20001. (202) 628-9320; fax (202) 628-9244.*

*May also be useful in developing policy.

Employee Attitudes About AIDS. National AIDS Fund. 1998.

This document explores the opinions of working Americans about how employees with AIDS should be treated by colleagues and employers. The results of this recent national survey can be helpful in shaping effective working policies and educational programs related to AIDS. *Available from: National AIDS Fund, 1400 Eye Street NW, Suite 1220, Washington, DC 20005. (202) 408-4848.*

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 Street NW, Washington, DC 20005. (202) 898-3443.*

HIV/AIDS: A Guide for Employers and Managers. 1997.

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, DC 20005. (202) 408-4848.*

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 Street NW, Washington, DC 20005. (202) 898-3443.*

HIV/AIDS in the Workplace. United States Office of Personnel Management. 1995. This guideline will help federal agencies develop HIV/AIDS workplace policies. The document covers topics such as non-discrimination, education and training programs, religious accommodation, personnel management, leave issues, and employer relations. *Available from: <http://www.opm.gov/ehs/hiv aids.htm>.*

HIV/AIDS Workplace Toolkit. Society for Human Resource Management and the National AIDS Fund.

The Society for Human Resource Management and the National AIDS Fund have created this Web site to help human resource professionals handle workplace issues involving HIV/AIDS. The HIV/AIDS Workplace Toolkit touches on several areas of responsibility that an organization's human resources department develop and put into place effective HIV/AIDS policies.

Available from: <http://www.shrm.org/diversity/aidsguide>.

***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 Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

***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 Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

***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 Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

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

***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 discussed. *Available from: San Francisco Human Rights Commission, 25 Van Ness Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

***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 Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

***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 Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

***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 Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

***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 Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

*May also be useful in developing policy.

***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 Avenue, Suite 800, San Francisco, CA 94102. (415) 252-2500; fax (415) 431-5764.*

Job Accommodation Network: Tax Incentives for Employers of People With Disabilities. 1996.

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, 1331 F Street NW, 3rd Floor, Washington, DC 20004-1107. (800) 526-7234; (202) 376-6200. <http://janweb.icdi.wvu.edu>*

Managing Returning "Disabled" Employees: What Every Employer Should Know. National AIDS Fund. 1999.

This publication provides information for managers dealing with a disabled employee who is returning to work or with an employee who is going on disability leave. The publication clearly summarizes employers' rights and responsibilities in managing returning disabled employees so that all employees can be fully productive. *Available from: National AIDS Fund, 1400 Eye Street NW, Suite 1220, Washington, DC 20005. (202) 408-4848.*

Perspectives on Returning to Work: Changing Legal Issues and the HIV/AIDS Epidemic. American Bar Association. 2000.

This is a guide written for both legal and lay professionals and presents the legal issues associated with return-to-work from three diverse perspectives - the person with HIV/AIDS, the employer and the insurer. Experts from each perspective wrote and edited the entire publication, along with members of the ABA's AIDS Coordinating Committee. *Available from: ABA Publishing, 750 N. Lake Shore Drive, Chicago, IL 60611. (800) 285-2221.*

*May also be useful in developing policy.

Public Health Service Guidelines for the Management of Healthcare Worker Exposures to HIV and Recommendations for Postexposure Prophylaxis. In: Morbidity and Mortality Weekly Report, May 15, 1998, Vol. 47, RR-7.

This report presents findings and recommendations on the use of postexposure prophylaxis (PEP) following occupational exposure to HIV. 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, PEP usually is well tolerated by health care workers. *Available from: CDC Business and Labor Resource Service, CDC National Prevention Information Network, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; fax (888) 282-7681; TTY (800) 243-7012. CDC NPIN Inventory no. D955.*

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, Inc., 1185 Avenue of the Americas, 37th Floor, New York, NY 10036. (212) 597-0200. ISBN: 1-56706-306-3.*

What About My Rights? Guidelines for Employers and Employees Living with HIV/AIDS. National AIDS Fund. 1999.

This article provides an overview of the laws governing the employment of people with disabilities and the experience of businesses of all sizes that have successfully managed their employee who are HIV positive. The article also provides information for employers, employees living with HIV/AIDS, and coworkers on their rights and responsibilities in the workplace. *Available from: National AIDS Fund, 1400 Eye Street NW, Washington, DC 20005. (202) 408-4848.*

What You Should Know About Returning to Work Before Talking with Your Disability Provider. National AIDS Fund. 1999.

This guide provides information for individuals who are considering returning to work after being out on disability. The publication walks through the process of managing a smooth return to work by presenting the disability insurance provider's perspective. This resource also clearly explains the process of ending reliance on disability insurance benefits and going back to work. In addition, this guide offers information on how to increase the chances of a favorable outcome when contacting your disability insurance provider. *Available from: National AIDS Fund, 1400 Eye Street NW, Washington, DC 20005. (202) 408-4848.*

EMPLOYEE EDUCATION

MATERIALS

HIV/AIDS: A Guide for Employees. 1997.

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, DC 20005. (202) 408-4848.*

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 “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, 1331 F Street NW, 3rd Floor, Washington, DC 20004-1107. (800) 526-7234; (202) 376-6200. <http://janweb.icdi.wvu.edu>*

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 Street NW, Washington, DC 20005. (202) 898-3443.*

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, Publications Center, P.O. Box 12549, Cincinnati, OH 45212. (800) 669-3362; TTY (800) 800-3302.*

FAMILY EDUCATION

MATERIALS

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 Prevention Information Network, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; fax (888) 282-7681; TTY (800) 242-7012. CDC NPIN Inventory no. D094 (English); CDC NPIN Inventory no. D828 (Spanish).*

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 Prevention Information Network, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; fax (888) 282-7681; TTY (800) 242-7012. CDC NPIN Inventory no. D381.*

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 Prevention Information Network, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; fax (888) 282-7681; TTY (800) 242-7012. CDC NPIN Inventory no. D251 (English); CDC NPIN Inventory no. D831 (Spanish).*

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 Prevention Information Network, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; fax (888) 282-7681; TTY (800) 242-7012. CDC NPIN Inventory no. D817.*

Children, Parents, and HIV. 1999.

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, 8111 Gatehouse Road, Falls Church, VA 22042. (800) 375-2040; (703) 206-7120. Stock number 329540.*

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 Street NW, Suite 310, Washington, DC 20001-2085. (202) 638-2952. ISBN: 0-87868-631-2; Price: \$21.95 per copy in 1/96.*

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 Prevention Information Network, P.O. Box 6003, Rockville, MD 20849-6003. (800) 458-5231; fax (888) 282-7681; TTY (800) 242-7012. CDC Inventory no. D539 (English); Inventory no. D589 (Spanish).*

Risky Stuff. Nov. 1997.

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, 8111 Gatehouse Road, Falls Church, VA 22042. (800) 375-2040; (703) 206-7120. Stock number 329576.*

Teenagers and HIV. 1999.

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 Road, Falls Church, VA 22042. (800) 375-2040; (703) 206-7120. Stock number 329536.*

COMMUNITY INVOLVEMENT

MATERIALS

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, Suite 702A, 10242 105th Street, Edmonton, T5J 3L5, Canada. (780) 448-1768.*

AFSCME AIDS Quilt. 1998.

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 Street NW, Washington, DC 20036-5687. (202) 429-1000.*

AIDS Is Your Business: A Guide to Corporate HIV/AIDS Grantmaking. 1998.

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, 50 East 42nd Street, 19th Floor, New York, NY 10017. (212) 573-5533.*



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

1906 Sunderland Place NW
Washington, DC 20036
(202) 530-8030
(202) 530-8031 (fax)
e-mail: aidsaction@aidsaction.org
<http://www.aidsaction.org>

AIDS Action, formerly the AIDS Action Council, was established in 1984 by AIDS service providers nationwide to address AIDS public policy issues. AIDS Action 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. AIDS Action networks and provides financial assistance to organizations working with AIDS policy issues.

AIDS LIBRARY

1233 Locust Street, 2nd Floor
Philadelphia, PA 19107
(215) 985-4851
(215) 985-4492 (fax)
e-mail: library@aidslibrary.org
<http://www.aidslibrary.org>

The AIDS Library, formerly the AIDS Information Network, 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 library also provides updates on AIDS-related lawsuits and a daily updated clipping file from national newspapers and magazines. The library 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.

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), HIV/AIDS EDUCATION PROGRAM

1625 L Street NW
Washington, DC 20036-5687
(202) 429-1249
(202) 429-1293 (fax)
<http://www.afscme.org>

The American Federation of State, County and Municipal Employees (AFSCME) is a union representing public sector employees. The HIV/AIDS Education Program consists of educating members about HIV/AIDS through workshops and printed materials, and conducting Train-the-Trainer courses 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 Avenue
New York, NY 10019-7420
(212) 586-8100
(212) 903-8168 (fax)
<http://www.amanet.org>

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, WORKPLACE HIV/AIDS PROGRAM

8111 Gatehouse Road, 6th Floor
Falls Church, VA 22042-1203
(800) 375-2040
(703) 206-7754 (fax)
<http://www.redcross.org/hss/hiv aids/workplace/index.html>

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.

CIRCLE SOLUTIONS, INC.

2070 Chain Bridge Road, Suite 450
Vienna, VA 22182
(703) 821-8955
(703) 556-4831 (TTY)
(703) 821-2098 (fax)
e-mail: info@circsol.com
<http://www.circsol.com>

Circle Solution, Inc. provides training and technical assistance in HIV/AIDS policy and program development. Circle's services include curriculum design and development, evaluation of training curricula, trainer and facilitator training, training delivery and facilitation, training delivery systems support, technical assistance systems design, technical assistance support system development for states, and multicultural and culturally specific training designs.

DISABILITY AND BUSINESS TECHNICAL ASSISTANCE CENTERS (DBTAC)

Consulting Service: (800) 526-7234 (voice/TTY)
ADA Information: (800) 232-9675
<http://www.adainfo.org>

The Disability and Business Technical Assistance Centers (DBTAC), established by the National Institute on Disability and Rehabilitation Research (NIDRR), provide information, training, and technical assistance on the Americans with Disabilities

Act (ADA). There are 10 regional centers that provide technical assistance, education and training, materials dissemination, information and referral, public awareness, and local capacity building to businesses, consumers, and the state and local governments. The centers also provide standard and custom training, workshops, and seminars that focus on helping individuals understand their rights and responsibilities under the ADA and businesses understand the legal aspects of the ADA. The central numbers will connect you with the closest regional center.

FUNDERS CONCERNED ABOUT AIDS (FCAA)

310 Madison Avenue, Suite 1630
New York, NY 10017
(212) 573-5533
(212) 949-1672 (fax)
<http://www.fcaaid.org>

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), HIV PREVENTION DEPARTMENT

119 W. 24th Street, 6th Floor
New York, NY 10011
(212) 367-1353
(212) 337-1345 (fax)
<http://www.gmhc.org>

Gay Men's Health Crisis (GMHC), HIV Prevention Department 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 that can be flexibly tailored to the needs of a specific organization and that encourages ongoing relationships with organizations to meet changing needs.

GEORGE MEANY CENTER FOR LABOR STUDIES, INC., HIV/AIDS WORKPLACE EDUCATION PROGRAM

10000 New Hampshire Avenue
Silver Spring, MD 20903
(301) 431-6400
(301) 434-0371 (fax)
e-mail: info@georgemeany.org
<http://www.georgemeany.org>

The George Meany Center for Labor Studies, Inc. is a non-profit educational institution affiliated with American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), the national labor federation comprised of affiliated international and national unions. The center has developed educational materials on HIV/AIDS that are distributed to union members. The center provides technical assistance and training to labor leaders on HIV/AIDS issues in the workplace.

NAMES PROJECT FOUNDATION, AIDS MEMORIAL QUILT

310 Townsend Street, Suite 310
San Francisco, CA 94107
(415) 882-5500
(415) 882-6200 (fax)
e-mail: info@aidsquilt.org
<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, WORKPLACE RESOURCE CENTER (WRC)

1400 Eye Street NW, Suite 1220
Washington, DC 20005-2208
(888) 234-2437, ext. 212 (toll-free)
(202) 408-4848, ext. 212
(202) 408-1818 (fax)
e-mail: info@aidsfund.org
<http://www.aidsfund.org>

The National AIDS Fund (NAF) is a non-profit organization comprised of 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 Street NW, Suite 339

Washington, DC 20001-1512

(202) 434-8090

(202) 434-8092 (fax)

<http://www.nastad.org>

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 conducts a Technical Assistance (TA) Project that provides 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. NASTAD has also implemented the Supplemental Technical Assistance, Training, and Unified Services (STATUS) Project. The STATUS Project evaluates state and local health departments efforts to provide technical assistance and capacity-building to minority-based agencies; evaluates state and local efforts on targeted “Know Your Status” campaigns; reviews health department applications to CDC; and develops prevention fact sheets on innovative programs in these and other areas.

NATIONAL ASSOCIATION OF BROADCASTERS (NAB)

1771 N Street NW
Washington, DC 20036-2891
(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. As one of the partners of a cooperative consortium of national organizations funded by the Centers for Disease Control and Prevention (CDC), the NAB coordinates the National AIDS Education Information Initiative that collects and provides 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 Street NW, 7th Floor
Washington, DC 20005-3476
(202) 898-0414
(202) 898-0414 (TTY)
(202) 898-0435 (fax)
e-mail: napwa@napwa.org
<http://www.napwa.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,
HIV/STD/TB (HST) PREVENTION PROJECT**

1111 19th Street NW, Suite 1000

Washington, DC 20036

(202) 785-1670

(202) 776-1782 (fax)

<http://www.nclr.org>

The National Council of La Raza (NCLR), Center for Health Promotion, HIV/STD/TB (HST) Prevention Project, 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 HST Project 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 HST Prevention 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 HST Project 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 Avenue NW

Washington, DC 20004

(202) 737-0120

(202) 737-0476 (fax)

<http://www.ncnw.com>

The mission of the National Council of Negro Women (NCNW), a coalition of more than 35 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 that 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 Street NW, Suite 521
Washington, DC 20036-3290
(800) 718-8387 (toll-free)
(202) 822-7570
(202) 822-7775 (fax)
e-mail: neahin1@aol.com
<http://www.nea.org/hin>

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 LATINA HEALTH NETWORK (NLHN)

1000 Thomas Jefferson Street NW, Suite 309
Washington, DC 20007
(202) 965-9633
(202) 965-9637 (fax)
e-mail: nlhn@erols.com

The National Latina Health Network (NLHN) is a nonprofit educational organization specializing in both Spanish-and English-language education and information programs targeting the Hispanic community. NLHN 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. NLHN 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.

NATIONAL LATINA/O LESBIAN, GAY, BISEXUAL, AND TRANSGENDER ORGANIZATION, (LLEGO)

1612 K Street NW, Suite 500
Washington, DC 20006
(202) 466-8240
(202) 466-8530 (fax)
e-mail: aquilgbt@llego.org
<http://www.llego.org>

The National Latina/o Lesbian, Gay, Bisexual, and Transgender Organization (LLEGO), 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 that provides capacity building and programmatic technical assistance and training to Latina/o lesbian and gay community-based organizations, mainstream Latina/o organizations, and non-Latina/o 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), TECHNICAL ASSISTANCE AND TRAINING DIVISION

1931 13th Street NW
Washington, DC 20009-4432
(202) 483-6622
(202) 483-1135 (fax)
e-mail: info@nmac.org
<http://www.nmac.org>

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. The NMAC Technical Assistance and Training Division seeks to build the capacity and strength of community-based organizations (CBOs), HIV prevention community planning groups, and health departments by providing direct technical assistance in the fields of management, fundraising, and strategic planning.

NATIONAL NATIVE AMERICAN AIDS PREVENTION CENTER (NNAAPC)

436 14th Street, Suite 1020
Oakland, CA 94612
(510) 444-2051
(510) 444-1593 (fax)
e-mail: information@nnaapc
<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. NNAAPC offers consultation on organizational development, program evaluation, needs assessment, financial management, training in grantsmanship, and other capacity-building activities. The

Center also operates a clearinghouse for Native American-specific AIDS and sexually transmitted disease (STD) information, and publishes a quarterly newsletter. NNAAPC also coordinates the Media Services Campaign that provides HIV/AIDS resources to Native media outlets, offers HIV information via fax-on-demand and electronic bulletin boards, and provides technical assistance on the development of Native-American-focused HIV materials.

NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA), SCHOOL HEALTH PROGRAMS

1680 Duke Street
Alexandria, VA 22314-3493
(703) 838-6722
(703) 548-5516 (fax)
e-mail: schoolhealth@nsba.org
<http://www.nsba.org/schoolhealth>

The National School Boards Association (NSBA), School Health Programs conducts workshops and presentations for administrators and school board members on the need for effective HIV prevention education 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. Program staff also assists with development and technical review of local district policies.

PRESIDENT'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES, JOB ACCOMMODATION NETWORK (JAN)

West Virginia University
P.O. Box 6080
Morgantown, WV 26506-6080
Accommodation Information: (800) 526-7234 (voice/TTY)
ADA Information: (800) ADA-WORK (in the U.S.)
Computer Bulletin Board: (800) 342-5526
(800) 526-7234 (Spanish)
(304) 293-5407 (fax)
e-mail: jan@jan.icdi.wvu.edu
<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 that employers can implement for employees with disabilities. All telephone numbers are voice and TTY.

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), EDUCATION AND SUPPORT FUND

1313 L Street NW
Washington, DC 20005
(202) 898-3443
(202) 898-3403 (fax)
<http://www.seiu.org>

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 to address issues raised by the HIV epidemic. 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 (UAW-GM) CENTER FOR HUMAN RESOURCES, HEALTH AND SAFETY DEPARTMENT

2630 Featherstone Road
Auburn Hills, MI 48326
(248) 340-7800

The United Auto Workers-General Motors Center for Human Resources, Health and Safety Department 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 Street
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 HEALTH SERVICES CENTER (ERHSC)

1900 E Street NW, Room 7425
Washington, DC 20415-2000
(202) 606-2920
(202) 606-0967 (fax)
e-mail: ehs@opm.gov
<http://www.opm.gov>

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.

REGIONAL/LOCAL ORGANIZATIONS

AID ATLANTA, AIDS IN THE WORKPLACE PROGRAM

1438 W. Peachtree Street NW, Suite 100
Atlanta, GA 30309-2955
(800) 551-2728 (toll-free) In Georgia Only
(404) 870-7700
(404) 870-7772 (Spanish)
(404) 870-7773 (TTY)
(404) 885-6799 (fax)
<http://www.aidatlanta.org>

AID Atlanta, AIDS in the Workplace Program offers policy consultation, manager training, and employee education and provides specially-trained speakers.

AIDS PROJECT LOS ANGELES (APLA), WORK SERVICES PROGRAM

1313 North Vine Street
Los Angeles, CA 90028
(323) 993-1659
(323) 993-1598 (fax)
e-mail: edwsspcc@apla.org
<http://www.apla.org/apla/worksvcs/workindex.html>

The AIDS Project Los Angeles (APLA), Work Services Program provides counseling, direction, and advocacy for people living with HIV who want to re-enter the workforce. The program offers one-on-one career counseling, job skills workshops (resume writing, interviewing, etc.), information on benefits and the consequences of returning to work, and assistance in obtaining financial aid to pursue education or vocational training. APLA also works closely with companies to tailor an HIV/AIDS education program to their specific requirements and provides a speakers bureau and interactive and video-based programs.

CENTERONE, INC., RECONSTRUCTION PROGRAM

2817 E. Oakland Park Boulevard, Suite 200
Fort Lauderdale, FL 33306
(954) 537-4111
(954) 563-9737 (fax)
e-mail: info@centerone.org
<http://www.centerone.org>

The CenterOne, Inc., Reconstruction Program helps to educate HIV+ people who want to return to work about their employment options. The Reconstruction Program is a series of six weekly seminars conducted annually.

HEALTH EDUCATION RESOURCE ORGANIZATION (HERO)

1734 Maryland Avenue
Baltimore, MD 21201-4918
(410) 783-6273
(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.

HOWARD BROWN HEALTH CENTER, EMPLOYMENT OPTIONS PROGRAM

4025 N. Sheridan Road
Chicago, IL 60613-2010
(773) 388-1600
(773) 388-8936 (fax)
<http://www.howardbrown.org/services/social/social3.stm>

The Howard Brown Health Center, Employment Options Program helps unemployed persons with HIV/AIDS return to work, addressing issues such as potential loss of government-subsidized medical benefits and the stigma associated with HIV+ status. The program also provides educational services to potential employers and other local businesses.

MOBILIZING TALENTS AND SKILLS

38 E. 29th Street, 9th Floor
New York, NY 10016
(212) 679-8234
(212) 679-8310 (fax)

Mobilizing Talents and Skills (MTS) is a nonprofit service organization that helps persons living with HIV/AIDS (PLWAs) explore their employment options and that places eligible applicants with community employers and MTS owned businesses. It offers several transitional employment programs, including a job placement, training, and work experience program where PLWAs are offered three months of paid work while they develop work readiness skills; a 13-week training program in the decorative arts; and the FLEX program that hires PLWAs with strong workplace skills for short and long-term job assignments. MTS conducts benefits assessments for persons considering return to work and publishes a directory.

**SAN FRANCISCO HUMAN RIGHTS COMMISSION, LESBIAN, GAY, BISEXUAL,
TRANSGENDER, AND HIV DIVISION, HIV TECHNICAL ASSISTANCE PROJECT**

25 Van Ness Avenue, Suite 800

San Francisco, CA 94102

(415) 252-2500

(415) 252-2550 (TTY)

(415) 431-5764 (fax)

e-mail: sfhumanrightscom@ci.sf.ca.us

http://www.ci.sf.ca.us/sfhumanrights/lg_train.htm

The San Francisco Human Rights Commission, Lesbian, Gay, Bisexual, Transgender, and HIV Division, HIV Technical Assistance Project is a workshop that offers an overview of the civil rights protections that exist pursuant to San Francisco local laws for people with HIV. The workshop covers a number of workplace issues, including protections in the workplace for people with HIV, reasonable accommodations, the provisions of the Family Medical Leave Act, the Americans with Disabilities Act, permissible and impermissible medical inquiries and examinations in the workplace, and confidentiality of medical records in the employment setting.

**UNIVERSITY OF CALIFORNIA BERKELEY, SCHOOL OF PUBLIC HEALTH, LABOR
OCCUPATIONAL HEALTH PROGRAM**

2223 Fulton Street

Berkeley, CA 94720-5120

(510) 642-5507

(510) 643-5698 (fax)

e-mail: lohpc@socrates.berkeley.edu

<http://www.lohpc.org>

The University of California Berkeley, School of Public Health, Labor Occupational Health Program provides education and prevention information for the general public through worksite programs, especially addressing risk of infection due to occupational exposure. The program works cooperatively with employers and labor unions to jointly administer and develop AIDS worksite education programs.

WHITMAN-WALKER CLINIC, GREATER OPPORTUNITIES-NOW PROGRAM (GO-Now)

The Max Robinson Center
2301 Martin Luther King, Jr. Avenue
Washington, DC 20020

and

Elizabeth Taylor Medical Center
1701 14th Street NW
Washington, DC 20009

(202) 610-7641

e-mail: vocrehab@wwc.org

<http://www.wwc.org>

The Whitman-Walker Clinic, Greater Opportunities-Now (GO-Now) Program seeks to assist persons living with HIV in re-entering the workforce. The program's services, provided through the two locations listed above, include employment training, including individual counseling and group training sessions, job search and placement assistance, career counseling, post job-placement monitoring and support, and advocacy. GO-Now also provides training to companies and organizations that addresses the workplace issues and training that deals with the impact going back to work has on public benefits.

How to Order Your Free Manager's Kit or Labor Leader's Kit

1. Call the Business and Labor Resource Service at 1-800-458-5231
2. Fax this Order Form to 1-888-282-7681
3. Visit us on the World Wide Web at www.brta-lrta.org

Please check only one of the following boxes:

- Yes, Please send me the free Manager's Kit addressing HIV/AIDS in the Workplace.
- Yes, Please send me the free Labor Leader's Kit addressing HIV/AIDS in the Workplace.

Name

Title

Organization

Street Address

City/State/Zip

Daytime telephone number/Fax

E-mail



*Please fill out all information or form may not be processed
This order form may be reproduced.*

CDC BUSINESS AND LABOR RESOURCE SERVICE • MATERIALS LIST

BUSINESS RESPONDS TO AIDS

The list of available materials is updated constantly. In the meantime, we are offering a list of recommended publications (see back) that provide information on issues related to HIV infection and AIDS. To order, call 1-800-458-5231 (1-800-243-7012 TTY), or send e-mail to pubs@cdcnpin.org. For a more current list of materials, please call 1-800-458-5231.



These materials are made available through the CDC National Prevention Information Network (NPIN). As the nation's reference, referral, and distribution service for HIV/AIDS-, STD-, and TB-related information, the NPIN collects, catalogs, processes, stocks, and disseminates materials and information on HIV/AIDS, STDs, and TB to businesses and labor unions, advocacy groups, state health departments, educators, and other groups.



Other services provided by the National Prevention Information Network include:

- **CDC Business and Labor Resource Service (BLRS).** The CDC Business and Labor Resource Service, is a centralized information and referral service that links callers from business, labor, and Federal organizations with resources designed to help them prepare for issues related to HIV/AIDS in the workplace. Information specialists answer questions, distribute materials, make referrals, and identify additional resources for callers from small and large organizations throughout the country. To speak with a specialist, call 1-800-458-5231 (1-800-243-7012 TTY) Monday through Friday, 9:00 A.M. to 6:00 P.M. eastern time. BLRS' Web site, accessed at www.brta-lrta.org, also contains valuable information.
- **Reference and Referral Service.** This service is staffed with English- and Spanish-speaking health information specialists that can provide specific information on HIV/AIDS-, STD-, and TB-related organizations, educational materials, and other topics. To speak with a specialist, call 1-800-458-5231 (1-800-243-7012 TTY)

Monday through Friday, 8:00 A.M. to 6:00 P.M. eastern time.

- **World Wide Web Site.** The NPIN web site, located at www.cdcnpin.org, contains searchable databases on HIV/AIDS-related funding, organizations, conference abstracts, and more; *CDC NCHSTP Daily News Update*; full-text publications and free online publications ordering; a poster gallery; links to other sites of interest; and information about NPIN services.
- **Resource Centers.** Located in Silver Spring, Maryland; Baltimore, Maryland; and Atlanta, Georgia, the Resource Centers house extensive collections of educational materials and newsletters that focus on issues raised by HIV/AIDS, STDs, and TB. Visitors can explore these resources and receive onsite technical assistance and training. For more information or to schedule an appointment, call 1-800-458-5231.
- **NPIN Fax Service.** This free, 24-hour service will fax selected documents, including CDC fact sheets, surveillance report tables, and NPIN information, directly to you. To access, call 1-800-458-5231.



To order publications, call 1-800-458-5231 (1-800-243-7012 TTY), or send e-mail to pubs@cdcnpin.org. Single copies only, free of charge, up to 10 inventory items.

Comprehensive Training Kits

- CDC Manager's Kit (D042)
- CDC Labor Leader's Kit (D262)

Standard Searches

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

Fact Sheets

- Facts About Condoms and Their Use in Preventing HIV and Other STDs (D444)
- Update: Preventing Occupational HIV Transmission to Healthcare Workers (D046)
- Facts About the Human Immunodeficiency Virus and Its Transmission (D318)

Brochures

- AIDS Prevention Guide (D458)
Spanish Version (D115)
- Caring for Someone with AIDS at Home (D817)
- Voluntary HIV Counseling and Testing: Facts, Issues, and Answers (D545)
Spanish Version (D591)
- AIDS is Your Business—A Guide to Corporate Grantmaking (D964)
- When a Co-Worker is Living with AIDS/HIV—A Guide for the Workplace. (D087)
- Preventing HIV Infection in Communities through Partnerships with Business and Labor Groups (D391)
- Using Condoms to Prevent HIV Infection and Other STDs (D547)
Spanish Version (D548)

Reports and Guidelines

- HIV/AIDS Surveillance Report (D088)
- Guidelines for Health Education and Risk Reduction Activities (D392)
- Surgeon General's Report to the American Public on HIV Infection and AIDS (D323)
Spanish Version (D324)
- National AIDS Strategy, 1997 (D422)

Posters

- You won't get AIDS from a bug bite (P055)
- Your daughter worries about AIDS (P076)
- Be concerned about getting HIV, but don't worry about getting it here (P303)
- EL SIDA tambien es un problema par los Hispanos (P148)
- Why there's a connection between STDs and AIDS (P151)

Morbidity and Mortality Weekly Reports (MMWRs)

- Ordering Information to Subscribe to Morbidity and Mortality Weekly Report (D125)
- Update: Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Bloodborne Pathogens in Health-Care Settings (D031)
- Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Public-Safety Workers (D423)
- Public Health Service Guidelines for the Management of Healthcare Worker Exposures to HIV and Recommendations for Post-exposure Prophylaxis. (D955)

Reports and Guidelines

- Facts About Condoms and Their Use in Preventing HIV and Other STDs (D444)

Video

- AIDS. Its Your Business — TV Public Service Announcement (V235) (limited availability)