

ADMINISTRATIVE PROCEDURES



Procedure Number: 30-14

Effective Date: 06/10/1996

Revision Date: 09/15/2003

C. P. Dubinsky
County Administrator

SUBJECT: **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

DEPARTMENT RESPONSIBLE: **Risk Management**

I. **PURPOSE**

To establish Pima County policy related to the Acquired Immune Deficiency Syndrome (AIDS) epidemic and the right and responsibilities of employees and the clients/patients served. This policy is in concert with the compliance requirements of Occupational Safety and Health Administration, (OSHA) regulations CFR 1910.1030(C)(L)(I).

II. **BACKGROUND**

Pima County recognizes that the acquired immune deficiency syndrome (AIDS) epidemic has important ramifications for its patients, clients and employees. The basic premises of the policy are:

- A. Quality medical care is provided to all patients/clients infected with the virus in a timely manner.
- B. A safe working environment is a top priority for all employees.
- C. Pima County employees infected with the virus are protected from discrimination.
- D. Employees must be sensitive to the need to maintain strict confidentiality of HIV testing and infection information, and only disseminate information in conformance with the requirements of this policy and relevant department specific procedures.

In addition to this County-wide policy, departments, with the assistance of Risk Management, shall develop their own procedures to meet their specific needs and circumstances.

III. POLICY

It is the policy of the Board of Supervisors that:

- A. Pima County will not discriminate against HIV-infected employees or prospective employees. Every effort shall be made to ensure reasonable accommodation of HIV-infected individuals.
- B. Records related to the HIV status of an employee shall not be maintained as a part of the personnel record.
- C. Appropriate universally acceptable precautions as required by OSHA and necessary to ensure a safe work environment shall be provided for employees.
- D. Refusal to perform duties associated with the care of an HIV infected patient/client or refusal to work with an HIV infected employee may result in disciplinary action up to and including termination.
- E. HIV testing will only be offered when indicated by the Center for Disease Control and in accordance with the Arizona Department of Health Services guidelines or as a diagnostic tool in a post exposure protocol. Testing will only occur with the written and informed consent of the employee.
- F. Employees who sustain a significant exposure to the HIV virus shall report the incident immediately and shall be provided with a prompt medical evaluation and follow-up as required by state and federal law.
- G. Pima County will provide HIV-infected patients/clients the same services or opportunities as other clients/patients based upon appropriate medical management.
- H. Strict confidentiality of patient/client medical information shall be maintained. A breach of patient/client confidentiality may result in disciplinary action up to and including termination.

IV. SUNSET PROVISION

Non applicable