



State of Connecticut
Department of Developmental Services

DDS

M. Jodi Rell
Governor

Peter H. O'Meara
Commissioner

DEPARTMENT OF
DEVELOPMENTAL SERVICES
PERSONNEL DIRECTIVE 90-1

Kathryn du Pree
Deputy Commissioner

PURPOSE:

The purpose of this directive is to provide guidance to Department of Developmental Services (DDS) employees in dealing with work situations involving individuals who have, or are perceived to be at risk of acquiring, any of the following:

- Acquired Immune Deficiency Syndrome (AIDS)
- AIDS Related Complex (ARC)
- Human Immunodeficiency Virus (HIV) infection or a related condition.

The term "AIDS," as used in this directive, should be understood as encompassing all of the above.

NON-DISCRIMINATION:

The Department of Developmental Services recognizes its obligation to provide a safe and healthy work environment and to assure fair, non-discriminatory treatment of all employees. Therefore, it is the directive of this department that individuals with AIDS will be treated with the same compassion and consideration given to any other employee with a health problem. No person will be treated differently in the workplace as a result of having or being perceived to have AIDS. Any employees who feel that they have been discriminated against as a result of having or being perceived to have AIDS may file a complaint with their Affirmative Action Officer.

Present or prospective employees will not be tested for the presence of the AIDS virus for the purpose of assessing their ability to be employed or continue to be employed at DDS.

INFORMATION AND EDUCATION:

Information and education about AIDS will be made available to all DDS employees which is comprehensive, factual, understandable, direct, age and group appropriate, culturally sensitive and linguistically appropriate, and which complies with provisions of collective bargaining agreements. This information and education will be designed to reduce prejudice and disorientation against persons with or perceived to have AIDS. It will also assist employees to lower their personal risk of becoming infected with the AIDS virus.

It is important to remember that, according to the U.S. Centers for Disease Control, there is no risk of an individual becoming infected with AIDS in most workplace environments. Thus, DDS employees are expected to work with co-workers and any other individuals who have AIDS. Employees in direct care or emergency service occupations where there is exposure to blood should follow the recommendations set out by the Center for Disease Control, State Department of Health Services, and Agency procedures. Managers and supervisors should be sensitive to employee concerns about the transmission of AIDS in the workplace and assist in informing and educating employees about the methods of transmission. However, DDS employees who still have unwarranted fears of exposure to the virus in the workplace will not be allowed to refuse to work with anyone with AIDS.

WORKPLACE CONCERNS:

A DDS employee with AIDS can continue to work as long as he or she can perform job duties satisfactorily. Managers and supervisors will make reasonable accommodations in job assignments to the employee’s medical condition and, with the employee’s permission, inform the Agency Personnel Administrator in a confidential manner of any such arrangements.

Employees in occupations where there is exposure to blood will be trained and monitored in the use of “universal precautions” as set forth by the U.S. Center for Disease Control, OSHA, Department of Health Services, and Agency procedures.

Employees will be informed of Agency procedure to be followed in the event of a significant occupational exposure. Such procedure will be consistent with the Connecticut AIDS Testing and Confidentiality Law of 1989.

CONFIDENTIALITY:

The identity of DDS employees with AIDS will remain confidential.

If any AIDS-related information (such as HIV counseling and Testing or DDS AIDS-related medical information, records or diagnosis) about a DDS employee is received at DDS, such information will be maintained by the Personnel Manager of the region or training school in a locked file cabinet, apart from the employee’s personnel file.

Disclosure of such information will be made only with the authorization of the individual employee and any unauthorized disclosure of such information by any DMR employee will result in disciplinary action.

Employees with knowledge of client HIV related information must maintain confidentiality. Failure to follow Agency policy will result in disciplinary action.

This directive is intended to be consistent with the Connecticut AIDS Testing and Confidentiality Law of 1989.

CONTACT PERSON:

DDS’s Personnel Administrator and Assistant Personnel Administrator are designated as the contact persons in the agency for all questions concerning this AIDS directive. They will consult, as necessary, on issues or questions concerning workplace safety and AIDS with the AIDS section of the State Department of Health.

_____ **Karen Davies** _____
Karen Davies, Agency Personnel Administrator 3
Department of Developmental Services

10/01/07* (* reissued with Agency Name Change)
Date

I acknowledge that I have read and understood the above directions and have received a copy of this document

Name (*please print*)

Date

Signature