The Public Health Services STD/AIDS Team has provided the information contained in these guidelines:

I. Facts about HIV/AIDS
   - The Human Immunodeficiency Virus (HIV) is a virus that attacks and damages the immune system.
   - Acquired Immunodeficiency Syndrome (AIDS) is the advanced stage of the disease caused by HIV.
   - HIV is transmitted by the following body fluids: blood, semen, vaginal fluid, breast milk.
   - One or more of these infected body fluids must be transmitted directly into the bloodstream to cause infection (these fluids do not pass through intact skin).

HIV is transmitted through the following activities:
   - Unprotected sexual intercourse with an infected person
   - Sharing contaminated needles or syringes
   - Direct infusion of infected blood or blood products
   - From an infected mother to an infant in the womb or during breastfeeding
   1. HIV is not a disease that is casually transmitted. For example, HIV is not transmitted by hugging, kissing or shaking hands or by sharing utensils or washrooms.
   2. The fact that a person has tested HIV positive does not mean that they have AIDS. Testing HIV positive means that the virus has entered the bloodstream and the person is considered to be infectious to others at this time.

II. The Education Programme
   - Public Health Services through a cross corporation program will provide in-service education about HIV/AIDS. A copy of the policy and guidelines related to HIV/AIDS will be made available at all corporate offices.
   - Any new information will be provided to employees of the City and incorporated into the policy and procedures.
   - The General Managers and Directors will co-ordinate the development of specific operating procedures and amendments to training manuals so employees can take steps to protect themselves and to respond to problems
caused by life-threatening diseases and to peoples’ perceptions and reactions to actual or suspected cases that may affect the workplace.

- It is the intent of the Employer to provide employees with current health information specific to work-related activities that may expose them to blood or body fluids.

- It is the intent of the Employer to discourage inappropriate responses relating to HIV infection or suspected HIV/AIDS infection, such as stereotyping, moralizing, irrational fears, hysteria, and harassment of those that have or are suspected of having HIV/AIDS. The Employer will assist employees in dealing with inappropriate responses by others.

- Every employee of the City will be provided information as to officials or delegates who can be contacted for information or assistance. Confidentiality will be respected and maintained unless it is necessary to protect the rights of other persons and the Employer, in accordance with applicable law.

III. **Universal Precautions**

Universal Precautions is a prevention strategy. Universal Precautions assumes that all blood, body fluids and secretions are potentially infectious.

- Precautions must be applied to all people at all times.

- Please refer to “Guidelines for Universal Precautions in the Workplace”.

- Employees are encouraged to advise management or their union safety committee of any concerns about the potential risk of HIV transmission in the workplace. Steps will be taken to address all such concerns.


V. Dealing With Employees And Others Who Have Or May Have AIDS, HIV Infection or AIDS-Related Conditions

- As long as the employee is able to perform the essential
duties of his or her job, the management approach will be the same as with any other employee.

- The fact that an employee is infected with the HIV or has AIDS is not, in itself, grounds for dismissal.

- As with any other employee with a serious illness, efforts will be made to adjust work requirements to accommodate the particular problems of any person who has HIV infection or AIDS, in accordance with applicable law.

- On the occasion where an employee or other person with HIV infection or AIDS may pose a risk to others, it is appropriate to seek to balance his or her rights with the rights of other employees to a safe working environment. Consideration will be given to changing the work situation where there is evidence that such an employee cannot fulfill the essential duties of the job. The Employer will comply with any statutory, regulatory or other legal requirements that employees working in certain positions must be free from communicable diseases.

- The Ontario Human Rights Code prohibits discrimination against or harassment of an employee, by either the employer or co-workers, on the basis of handicap or perceived handicap, including that caused by an illness such as HIV/AIDS.

- An employee with HIV infection, AIDS related condition or AIDS, like any other employee with a health problem, has a right to privacy and to have private medical information held in the strictest confidence, for discussion only with the employee, his or her doctor, and the local medical officer of health in accordance with applicable law.

- There is no medical reason justifying an employee to refuse to work with someone who is infected with HIV or has AIDS by reason of that fact alone.

- The employer recognizes the desirability of providing support and encouragement to any person with HIV/AIDS or AIDS –related conditions and, where such person desires it, of making available to him or her, appropriate counseling and rehabilitative assistance.
Sensitivity should be exercised in dealing with an employee who has HIV infection or AIDS, taking into account the fact that ongoing employment for someone who has a life-threatening illness is important, and may assist with and improve quality of life.

The employer recognizes the rights of clients and other persons with whom its employees may deal, to receive services without discrimination based on illness or perceived illness, in accordance with applicable law.

**GUIDELINES FOR UNIVERSAL PRECAUTIONS IN THE WORKPLACE**

**UNIVERSAL PRECAUTIONS APPLY TO THE FOLLOWING:**

1. Blood
2. All body fluids, secretions, and excretions except sweat regardless of whether or not they contain blood
3. Non-intact skin
4. Mucous Membranes

**KEY THINGS TO REMEMBER ABOUT UNIVERSAL PRECAUTIONS**

**FIRST AID SITUATIONS:**

1. All blood/body fluids should be washed off with hot soapy water.
2. Careful hand washing is an effective reliable measure.
3. If possible, wear disposable gloves to prevent contact of blood/body fluids to any open sores and/or broken mucous membranes.
4. If blood/body fluids do come into contact with an open sore, it should be washed promptly.

**THINGS TO REMEMBER:**

1. A person with open sores on hands or who has dermatitis is not the best person to do first aid.
2. Cover small cuts and sores with band-aids First aid person should have disposable gloves available. Carry gloves if you are away from a designated first aid station.
3. Disposable gloves do not stand up to washing. Soap and detergent cause disintegration of latex and vinyl.
4. Objects of surfaces that are covered in blood/body fluids should be wiped clean with soap and water - preferably using paper towels. Then disinfect with a bleach solution – one part bleach to nine parts water, if surface permits. Leave solution on affected area for ten minutes.
5. Use disposable materials if possible, i.e. paper towels. If mop is used, it should be rinsed in a bleach solution before being used again. All disposable materials, articles soiled with blood/body fluids should be placed in a plastic bag, closed with a twist tie and then placed in a regular garbage
6. Clothing and linens that have blood/body fluids on them should be rinsed in cold water and then machine washed in hot water and ordinary household laundry detergent. Wear gloves when rinsing the clothes.

7. Always wash hands with soap and water after removing gloves.

SCOPE

This policy applies to all City employees, including but not limited to regular, temporary and contract employees and to volunteers, students and interns.

APPROVAL

Approved on June 23, 1999 by the Corporate Management Team