

SECTION: CLASSIFIED EMPLOYEES

TITLE: AIDS POLICY AND
MANAGEMENT PLAN

ADOPTED: October 10, 2000

REVISED:

MOON AREA SCHOOL DISTRICT

	<p style="text-align: center;">514.1. AIDS POLICY AND MANAGEMENT PLAN</p> <p>1. Purpose The Moon Area School District Board of Education has the responsibility to safeguard the health of all students and employees of the Moon Area School District. The Board also must respect their right to confidentiality to the extent that this right does not interfere with the need to prevent an individual from placing others at risk. The Board, using information from the Allegheny County Health Department, has developed the following plan to ensure that employees are aware of appropriate procedures to follow in the event an individual in the school community is identified as suffering from the HIV/AIDS-related virus. All employees, students and parents are to be made aware of its contents in order to promote a calm and compassionate handling of AIDS victims.</p> <p>2. Guidelines HIV virus is not transmissible by school employees within the school setting under normal circumstances. Employees with the AIDS-related virus should not pose a health risk to other children or staff in a normal school setting.</p> <p>The Allegheny County Health Department has committed to monitor closely the status of any patient with HIV/AIDS virus within the school setting.</p> <p>For school employees with the HIV virus who are capable of continued employment, decisions about their continued employment should be made by the patient and his/her physician, subject to review by the school district's designated physician and Superintendent.</p> <p>The Superintendent will determine, with the guidance of the Allegheny County Health Department, which, if any, school officials will be involved on a need-to-know basis. These persons will be required to preserve the confidentiality of information regarding the patient. Records will be kept confidential.</p> <p>Decisions about the participation of individuals infected with the HIV virus in the school setting will be made on a case-by-case basis. Criteria recommended by the United States Health Services Center for Disease Control will be used.</p>
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All Moon Area School District employees are to follow the rules of confidentiality, even if some public knowledge of the case exists. No employee may make public statements or issue written releases about the individual, or discuss this situation with anyone outside those who need to know (including other employees).

The rights of confidentiality are based on state and federal statutes including: Family Education Rights and Privacy Act (Buckley Pell Amendment), Title 20 US Code, Federal Education Rights and Privacy Act of 1974 (20 USCA 1232g), Public School Code and PDE Regulations.

Management Plan

If an employee is identified as having AIDS or as a carrier of the HIV virus:

1. The Superintendent, the Allegheny County Health Department, the individual and his/her physician will meet to determine an appropriate course of action for the individual.

Decisions should include evaluation of present educational position and who, if anyone else, needs to know.

2. If an employee desires to maintain confidentiality, no further action will be taken, based on the legal presumption that it remains a private medical matter between the individual, his/her physician and the County Health Department.

The spokesperson and Director of Personnel will be notified to be prepared should any inquiries arise. Under most circumstances, no public statement will be made or verification of any speculation.

3. If the employee requests assistance from the AIU to "go public," the school district will assist the individual in the following ways:
 - a. Working with the individual in notifying the president of the MEA or MASSPA.
 - b. Calling a staff meeting in the immediate work area to explain any relevant information, i.e. work assignment change, etc. An expert medical authority should be present to assist.
 - c. Parents and students will be notified through small group meetings with students and parent leaders. Consideration and compassion for the individual should be paramount in handling of the information. An attitude of support for the individual should be encouraged and demonstrated.

Public Statements

Public statements will follow these guidelines:

1. Statements to be made concerning the health of the individual and safety of staff and students will always be made jointly by health officials and the school district.
2. Statements about the school district's Board policy will be made by the Board President or Superintendent.
3. The Superintendent's office will become the clearinghouse for all inquiries from news media. The Superintendent will be the chief spokesperson. S/He shall release only the following:
 - a. Existence of case.
 - b. Policy in place to handle the case for the health and safety of both AIDS victim and others.
 - c. Statement of continued monitoring by physicians and the Allegheny County Health Department.
 - d. Restatement of confidentiality rights of individual.

NOTE: Identification of child's school will be decided in case-by-case circumstances. It is preferred not to name the specific class, using instead the umbrella of the school district, thus helping to protect the identity of the student.

Release of Information

Procedure for release of information:

1. The Superintendent's office will schedule a news conference to notify the news media (see 2. below). The Superintendent, county health officials, designee and appropriate others will be present.

Above-mentioned information for release will be reiterated. In addition, the rules for coverage of the story will be reviewed. Under all circumstances, the media will be prohibited from photographing or conducting interviews related to AIDS either in a school or on grounds.

2. Concurrent release of information to staff/parents:

- a. Groups to be informed: Board members, employee groups, parent leaders.

Decision must be made as to the need to cross school lines and how broad contact should be. (Example: If school is identified, do just those groups within that school need to be informed, or all school district-related individuals?)

- b. Meetings will be scheduled by the Superintendent before or concurrent with a news conference, if possible, with above-mentioned groups to explain the situation and plan of action.
- c. That same day, principals will contact all staff (classified and teaching) through a faculty meeting.
- d. A letter will be prepared to be sent home to parents with students that day. A follow-up meeting with parents will be held.

3. If the location of the individual becomes public, a special communications plan must be developed for that facility. The principal will schedule meetings with employees and parents of other students in that school/class.

County Health Department officials will preside at these meetings to present information on the transmission of the disease and the health status of the individual. District personnel will discuss precautions being taken to safeguard the well-being of the staff and students in the school as well as to provide for the education of the affected individual. If at all possible, parent representatives and other parent leaders will be contacted ahead of time to elicit their support.

Handling of Body Fluids

Guidelines for handling body fluids:

The body fluids of all persons should be considered to contain potentially infectious agents or germs. The following guidelines are meant to provide simple and effective precautions against transmission of disease:

1. Definition of **body fluids**:

- a. Blood (cuts, abrasions, nosebleeds, menses, contaminated needles).
- b. Semen.

	<ul style="list-style-type: none">c. Drainage from scrapes and cuts.d. Feces (incontinence).e. Urine (incontinence).f. Respiratory secretions (saliva, nasal discharge).g. Vomitus. <p>2. Avoiding contact with body fluids:</p> <ul style="list-style-type: none">a. Direct contact with body fluids should be avoided.b. Gloves should be worn when direct contact with body fluids is anticipated. <p>3. Direct skin contact with body fluids. Hand washing procedures:</p> <ul style="list-style-type: none">a. If skin contact is made with body fluids, hands and/or other affected skin areas should be washed immediately.b. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for about ten (10) seconds. <p>4. Disposal of spilled body fluids and contaminated articles:</p> <ul style="list-style-type: none">a. Disposable gloves should be worn when cleaning up body fluids and/or articles contaminated with body fluids.b. Clothing and other nondisposable items (e.g., towels) soaked with body fluids should be placed in plastic bags.c. Sanitary absorbent agents should be applied to the spill, left for a few minutes to absorb the fluid and then vacuumed or swept up.d. Gloves used for the above procedures shall be disposed of in a plastic bag or lined trash can and disposed of daily.e. Following disposal of the spill, a disinfectant should be applied.
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5. Disinfectants - The following disinfectants are recommended:
 - a. Sodium hypochlorite with at least 100 ppm available chlorine (1 1/2 cups household bleach in 1 gallon of water). (Must be freshly prepared each time used.)
 - b. Phenolic germicidal detergent in a one percent (1%) aqueous solution, such as Lysol.
 - c. Quaternary ammonium germicidal detergent in two percent (2%) aqueous solution.
6. Disinfection of surfaces and equipment:
 - a. Nondisposable equipment (mops, brushes, buckets, etc.) should be soaked in disinfectant, rinsed and washed in hot water.
 - b. Disposable equipment (gloves, plastic bags, etc.) and water should be placed in a toilet or plastic bag, as appropriate.
 - c. Remove gloves last and place in container with disposable cleaning equipment.
7. Laundry of soiled articles:
 - a. Clothing should be washed with bleach, soap and water.
 - b. Rugs--apply sanitary absorbent agent, let dry and vacuum. Apply rug shampoo (a germicidal detergent) with a brush and revacuum.