



CITY OF CAMBRIDGE
DEPARTMENT OF HEALTH AND HOSPITALS
1493 CAMBRIDGE STREET
CAMBRIDGE, MASSACHUSETTS 02139
498-1349

MELVIN H. CHALFEN, M.D.
COMMISSIONER

February 6, 1986

Robert W. Healy, City Manager
Cambridge City Hall
795 Massachusetts Avenue
Cambridge, MA 02139

re: AIDS policy and
Administrative Procedure:
City Employees

Dear Mr. Healy:

I recommend that you adopt the following policy with respect to city employees who contract AIDS. This policy is consistent with the policy already in place for employees of the School Department.

An employee who has contracted AIDS will be allowed to come to work unless the Commissioner of Health determines that his/her condition is a threat to himself, or others and so informs the City Manager. In this circumstance, the appropriate union or association president will be informed at the discretion of the employee.

In addition I recommend that you use the attached administrative guidelines as fully consistent with the policy, stated above, and that a copy of the policy, the administrative guidelines, and the "Public Health Fact Sheet: AIDS" be sent to employees.

We will then have the policy and guidelines in place early in order to avoid uncertainty and disruption before the event.

This policy has been approved in principle by The Health Policy Board.

Yours sincerely,

Melvin H. Chalfen, M.D.
Commissioner of Health

MHC:vl's

Enclosure: Proposed administrative guidelines (attached) and
Public Health Fact Sheet: AIDS dated August 1985
and November 1985.



CITY OF CAMBRIDGE
DEPARTMENT OF HEALTH, HOSPITAL AND WELFARE
1493 CAMBRIDGE STREET CAMBRIDGE, MASSACHUSETTS 02139
Telephone 354-2020

CITY MANAGER'S REGULATIONS CONCERNING
AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME)

1. INTRODUCTION

The Guidelines and Procedures outlined herein apply to all employees of the City of Cambridge. These Guidelines and Procedures shall remain in effect until such time as they are amended as the result of consultation with appropriate state and local public health officials and collective bargaining units.

AIDS (Acquired Immune Deficiency Syndrome) is in the true sense a transmitted and not a communicable disease. In other words, it is spread not by sitting nearby, living in the same household, or working together but by other more direct routes, such as intimate sexual contact, blood transfusions, or intravenous drug abuse.

AIDS is a recent medical problem and information about the disease is constantly being updated. Therefore these guidelines will be amended to reflect new medical information as well as state or city policies and guidelines as such information becomes available.

2. REPORTING PROCEDURES

An employee should inform his/her superior (i.e. Department Head) as soon as he/she has been informed by a physician that he/she has AIDS or that there is clinical evidence of infection with the AIDS associated virus (HTLV III).

It shall be the responsibility of that Department Head to inform immediately the City Manager and the Commissioner of Health who will contact the employee in order to provide medical review and advice.

Only those persons with an absolute need to know would have knowledge of this medical condition in a particular employee.

Notification should only be by direct contact (either by phone or in person) with the designated person in order to maintain the strictest confidentiality. Every precaution should be taken to maintain and protect the confidentiality of individuals involved.

3. GUIDELINES FOR EMPLOYEES

Any employee diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) and who is receiving proper medical attention shall be treated the same as with any other chronic illness except as follows. In order to continue to work at the Department, he/she must undergo a medical review by a team of physicians appointed on a case basis by the Commissioner of Health. The Commissioner of Health will inform the City Manager whether or not the employee can continue to work at the Department and if so, under what conditions.

ALL INQUIRIES CONCERNING THIS MEMORANDUM AND REQUIRED GUIDELINES AND PROCEDURES SHOULD BE MADE TO THE COMMISSIONER OF HEALTH, 498-1349.

PUBLIC HEALTH FACT SHEET

AIDS First of Series

Massachusetts Department of Public Health, 150 Tremont Street, Boston, MA 02111, (617) 727-0049, Dr. Bailus Walker, Jr., Commissioner

What is AIDS?

AIDS (Acquired Immune Deficiency Syndrome) is a disease that leaves an individual vulnerable to illnesses that a healthy immune system might otherwise overcome. As defined by its name, **the disease is acquired**, not inherited; the **immune system is deficient** and not able to combat disease; and **it is a syndrome** because there are signs and symptoms that together characterize the disease. The two diseases most commonly found in people with AIDS are Pneumocystis carinii pneumonia, a lung infection caused by a parasite, and Kaposi's sarcoma, a rare form of cancer of the skin and lymph nodes.

What Causes AIDS?

Researchers at the National Institutes of Health in Washington and the Pasteur Institute in France have discovered the cause of AIDS, a close relative of a known human retrovirus. It is called HTLV-III. The way in which the body reacts to this infection is influenced by a number of co-factors which are incompletely identified.

How is AIDS Transmitted?

AIDS is not a disease which can be casually transmitted. AIDS appears to be transmitted primarily through intimate sexual contact with an infected partner, by shared needles that have been contaminated or by contact with blood or blood products that have been infected. The risk of developing AIDS from transfusion has been very slight and practically eliminated by high risk individuals refraining from donation, and by the screening test for the AIDS-associated antibody.

Risk groups have been established for medical and surveillance purposes to help in diagnosis and to track the occurrence of AIDS. There are six segments of the population currently identified at high risk for AIDS (in order of occurrence):

- Sexually active homosexual and bisexual men.
- Intravenous drug users.
- Patients who have been transfused with infected blood or blood products.
- Steady sexual partners of persons with AIDS or persons at high risk for AIDS.
- Hemophiliacs.

Infants and children who have developed a syndrome similar to AIDS may have been exposed to AIDS before or during birth or have a history of transfusions.

What Are the Symptoms?

Many of the signs and symptoms of AIDS vary with the type and severity of the disease process and could be common to other illnesses. Generally speaking, people with AIDS experience persistent fevers or night sweats, severe fatigue, unexplained weight loss of 10 pounds or more, swollen glands in at least two parts of the body, yeast infections, persistent coughs and/or shortness of breath, recurrent diarrhea, skin rashes and spots. **Anyone with prolonged, persistent symptoms of this nature should consult a physician.**

What is the Treatment?

Researchers have initiated protocols for several antiviral drugs. Some people with AIDS diagnosed as having Kaposi's sarcoma are being treated with forms of interferon, a virus fighting protein produced by the body. Other treatment includes radiation and surgery. To date no treatment has been found capable of restoring the immune system to normal function.

Can AIDS be Prevented?

The recent discovery of the AIDS-associated virus and methods for producing large quantities of this virus for experimental and production purposes has enabled scientists to work at developing a vaccine. Blood tests now available for donors who have had prior exposure to the HTLV-III virus are helping to prevent transfusion-related disease and AIDS in hemophiliacs. The following measures are recommended:

- Avoid sexual contact with persons diagnosed with AIDS.
- Avoid having sexual relations with multiple partners who may be in the high-risk groups.
- Members of the high-risk groups should refrain from donating blood.
- All donated blood be tested to ensure it is not infected by the AIDS-associated virus.
- Never use intravenous drugs unless ordered by your physician. If you must use intravenous drugs, do not share needles with others, and be sure that the needles and syringes are sterilized by boiling.
- Avoid sexual contact with people who abuse intravenous drugs.

How Has Massachusetts Responded to AIDS?

The Administration has responded to this serious social, economic and health problem by:

- Continuing the work of the Governor's Task Force on AIDS in the critical roles of policy development and education.
- Forming an interagency working group out of the Executive Office of Human Services to coordinate the full human service response to AIDS and to develop necessary guidelines.
- Creating a Health Resources Office within the Department of Public Health, the major function of which will be to oversee many of the state's efforts to address AIDS-related issues and concerns.
- Appointing a Statewide AIDS Coordinator, who will work out of the new Health Resources Office, and will be involved in the development and implementation of a wide range of AIDS-related programs and services.
- Coordinating state-funded research which has dealt with prevention, cure and treatment, basic research toward vaccine development, and protection of the Massachusetts blood supply. The broad range of research and service programs has yielded valuable scientific, epidemiological and educational data that provide significant insight into this devastating disease.
- Working with the AIDS Action Committee in education and outreach and also by establishing a toll-free hotline for AIDS-related information and referral.
- Promoting support services (including home care services) to patients with AIDS and their families.
- Implementing through the Department of Public Health, in conjunction with the American Red Cross Blood Services (Northeast Region), nine alternate testing sites throughout the Commonwealth, where individuals concerned about possible exposure to the AIDS-associated virus can receive free, confidential counseling and antibody testing.

Where Can I Call for More Information?

AIDS Action Hotline

1-800-235-2331 (statewide, toll-free hotline)

AIDS Hotline (City of Boston)

424-5916

Massachusetts Department of Public Health

(617) 727-0368 (Health Resources Office)

(617) 522-4090 (for information on alternate testing sites)

August, 1985

PUBLIC HEALTH FACT SHEET

AIDS Second of Series

Massachusetts Department of Public Health, 150 Tremont Street, Boston, MA 02111, (617) 727-0049, Dr. Bailus Walker, Jr., Commissioner

The Massachusetts Department of Public Health works to maintain, protect and improve the health and well-being of the people of the Commonwealth. AIDS has recently received national attention and raised many issues for people. Following are some of the common questions raised by citizens of the Commonwealth, with answers that are provided by research physicians and experts of the Governor's Task Force on AIDS.

In What Bodily Fluids Has the AIDS Virus, HTLV-III, Been Isolated?

The virus is found primarily in blood and semen. It has also been isolated in smaller amounts in saliva and tears. No studies have detected the virus in sweat, urine or feces but scientists are investigating these possibilities. Precaution should always be taken in handling any of these substances, **but transmission by any means other than sexual contact or direct injection with infected blood has never been demonstrated.**

How Contagious is AIDS?

Research shows that large amounts of infected fluids such as blood and sexual discharges must enter the body to spread the disease. **Fluids that carry the HTLV-III virus in small amounts, such as tears or saliva, are not a means of transmitting the virus casually.** These infected fluids would have to enter the body through open wounds. The body's first defense is intact skin which provides a barrier to any invading organism. Therefore, **the AIDS virus cannot be transmitted by a kiss, a water fountain, swimming pools, door knobs, shared pens or surfaces in restrooms.** The virus is transmitted by sexual contacts, sharing of needles and blood to blood contact.

Can the Virus Live for a Long Time Outside the Body?

Unlike bacteria, the virus cannot reproduce outside a living cell. The HTLV-III virus needs a host to give it life. This host is the T-Cell, part of the body's immune response. Once the virus is outside of the body, it becomes fragile: susceptible to changes in the environment such as heat and light. Household bleach (1 part bleach to 10 parts water) kills the virus, as well as hot sudsy water used to clean utensils. In the 13,000 households where AIDS has been diagnosed, no family members have caught the disease by casual contact.

How do Children and Babies Get AIDS?

Four ways: blood transfusions; by the virus crossing into the fetus' blood through the placenta; through exposure to an infected mother's blood during childbirth; and possibly through breast milk.

Is it Safe to Allow Children With AIDS to Attend School?

Upon recommendation of the Governor's Task Force on AIDS, the Department of Public Health issued a policy on school attendance for children with AIDS. The policy, consistent with the guidelines issued by the Centers for Disease Control, and endorsed by the Department of Education, is based on sound scientific findings and allows a child with AIDS under the care of a personal physician to attend regular classes with the following exceptions: open skin sores that are not able to be covered; inappropriate behavior such as biting or frequent incontinence; or if the child is too ill. The child also may be excluded from classes if there is an outbreak of any illness in the school.

The Department of Public Health understands the existing fear and anxiety and is offering in-service education to the school districts. To date, there have been 8 children diagnosed with the disease and 4 deaths in Massachusetts. Nationally, 164 children under the age of 13 have been diagnosed with AIDS.

Should There be Any Concern About a Person With AIDS Working in the Food Industry?

There is no scientific reason to support the notion that the virus can be transmitted by an infected person handling food. Existing standards require exclusion of food workers with open skin lesions, which is the only plausible method of contaminating food. A person with AIDS will always be under the care of a personal physician to make personal decisions about the work setting and personal activity. Researchers indicate that casual transmission of the virus has not occurred in close family environments.

Is There Any Risk of Transmission of the Virus From a Person With AIDS in Any Work Environment?

No, the virus is not casually transmitted by sharing telephones or common office equipment. Again, researchers state that casual transmission of the virus has not occurred in close family environments.

Can AIDS Be Transmitted Through Heterosexual Contact?

Epidemiological data indicates that approximately 1% of AIDS cases have resulted from heterosexual contact, usually from a partner who was an intravenous drug user. Research indicates that the virus can be passed from men to women and from women to men although transmission occurs less easily from women to men. Risk of exposure is increased through multiple anonymous sex partners.

Because of the Long Incubation Period, Isn't it Possible That AIDS Could be Transmitted in Other Ways That Will Show Up in Future Years?

The incubation period refers to the time from infection with the virus to onset of signs and symptoms associated with AIDS. Research indicates that family members of people with AIDS provide powerful evidence against modes of transmission other than those already identified. Studies show that adults diagnosed with AIDS became ill approximately two years after infection with the virus. Many family members of people with AIDS therefore have interacted closely with infected individuals before knowing about the presence of the disease and to date none has shown evidence of the AIDS virus in their blood.

How Safe are Blood Transfusions?

Blood transfusions are now safe. The number of potentially infectious donors has been greatly reduced since members of high-risk groups are urged not to donate blood. All donated blood is now screened for the AIDS virus and the established alternate test sites allows those persons who think/fear they might have been exposed to the AIDS virus to be screened.

Where Can I Call for More Information?

AIDS Hotline - (800) 235-2331 - (statewide, toll-free)
AIDS Hotline - (617) 424-5916 - (City of Boston)
AIDS Action Committee - (617) 437-6200 - (Administration)

Massachusetts Department of Public Health

(617) 727-0368 (Health Resources Office)
(617) 727-0049 (Office of Public Information and Health Education)
(617) 522-4090 (Information on blood screening at alternate test sites)

November 1985



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
TEL. 498-9011

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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

February 10, 1986

To the Honorable, the City Council:

Attached please find a response to Awaiting Report Item No. 3 regarding the implementation of a policy on AIDS for City personnel. As outlined by Dr. Melvin Chalfen, Commissioner of Health and Hospitals, these regulations apply to City employees who contract the AIDS disease. A supplementary policy regarding employees who, in the course of their duties, may come into contact with AIDS victims will be forthcoming.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mbf
Enc.

5-102

Re: response to Awaiting Report Item No. 3
on the implementation of a policy on AIDS
for City personnel.

2/10/1986

Charter Right

By

Commissioner Dwyer

In City Council,

February 10, 1986

2/24/86

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