

# JAN

Job Accommodation Network

Practical Solutions • Workplace Success

## Accommodation and Compliance Series

# Accommodation and Compliance Series: Employees with Human Immunodeficiency Virus (HIV)

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Funded by a contract with the Office of Disability  
Employment Policy, U.S. Department of Labor

## Preface

The Job Accommodation Network (JAN) is funded by a contract with the Office of Disability Employment Policy, U.S. Department of Labor. JAN makes documents available with the understanding that the information be used solely for educational purposes. The information is not intended to be legal or medical advice. If legal or medical advice is needed, appropriate legal or medical services should be contacted.

JAN does not endorse or recommend any products or services mentioned in this publication. Although every effort is made to update resources, JAN encourages contacting product manufacturers/vendors and service providers directly to ensure that they meet the intended purposes. This guarantees that the most up-to-date information is obtained.

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Updated 01/24/2019.

## **JAN'S Accommodation and Compliance Series**

### **Introduction**

JAN's Accommodation and Compliance Series is designed to help employers determine effective accommodations and comply with Title I of the Americans with Disabilities Act (ADA). Each publication in the series addresses a specific medical condition and provides information about the condition, ADA information, accommodation ideas, and resources for additional information.

The Accommodation and Compliance Series is a starting point in the accommodation process and may not address every situation. Accommodations should be made on a case by case basis, considering each employee's individual limitations and accommodation needs. Employers are encouraged to contact JAN to discuss specific situations in more detail.

For information on assistive technology and other accommodation ideas, visit JAN's Searchable Online Accommodation Resource (SOAR) at <https://askjan.org/soar>.

### **Information about Human Immunodeficiency Virus (HIV)**

HIV (Human Immunodeficiency Virus), the virus that causes AIDS, is a life-long disease that compromises the body's immune system, making it difficult to fight-off illnesses and other diseases. HIV infection leads to AIDS (Acquired Immunodeficiency Syndrome) when the CD4 cells, also known as T Cells, of the immune system are destroyed to the point where the body cannot fight off infections and diseases. AIDS is the final stage of HIV infection. Due to improved treatment, many individuals with HIV continue to work without needing any accommodations.

### **Human Immunodeficiency Virus (HIV) and the Americans with Disabilities Act**

The ADA does not contain a list of medical conditions that constitute disabilities. Instead, the ADA has a general definition of disability that each person must meet. A person has a disability if he/she has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or is regarded as having an impairment. For more information about how to determine whether a person has a disability under the ADA, see [How to Determine Whether a Person Has a Disability under the Americans with Disabilities Act Amendments Act \(ADAAA\)](#).

## **Accommodating Employees with Human Immunodeficiency Virus (HIV)**

People with HIV/AIDS may develop some of the limitations discussed below, but seldom develop all of them. Also, the degree of limitation will vary among individuals. Be aware that not all people who are aging will need accommodations to perform their jobs and many others may only need a few accommodations. The following is only a sample of the possibilities available. Numerous other accommodation solutions may exist.

### **Questions to Consider:**

1. What limitations is the employee experiencing?
2. How do these limitations affect the employee and the employee's job performance?
3. What specific job tasks are problematic as a result of these limitations?
4. What accommodations are available to reduce or eliminate these problems? Are all possible resources being used to determine possible accommodations?
5. Has the employee been consulted regarding possible accommodations?
6. Once accommodations are in place, would it be useful to meet with the employee to evaluate the effectiveness of the accommodations and to determine whether additional accommodations are needed?
7. Do supervisory personnel and employees need training?

### **Accommodation Ideas:**

#### **Limitations**

##### Decreased Stamina/Fatigue

- Aide/Assistant/Attendant
- Anti-fatigue Matting
- Elevating Wheelchairs
- Ergonomic Assessments
- Ergonomic Equipment
- Flexible Schedule
- Job Restructuring
- Periodic Rest Breaks

- Scooters
- Stand-lean Stools
- Telework, Work from Home, Working Remotely
- Walkers
- Wearable Anti-fatigue Matting
- Wheelchairs
- Worksite Redesign / Modified Workspace

#### Dietary Needs

- Flexible Schedule
- Mini Refrigerators/ Electric Coolers
- Policy Modification

#### Low Vision

- Accessible Mobile Phones
- Accessible Telephones
- Apps for Individuals with Vision Impairment
- External Computer Screen Magnification
- Head-mounted Magnifiers
- Large Button Phones
- Large Visual Display for Telephone
- Lighted Reading Glasses
- Low Vision Office Supplies
- Magnification (Hand or Stand)
- Optical Character Recognition (OCR) Systems - Scan
- Portable Video/Electronic Magnifiers
- Screen Magnification and Screen Reading Combined
- Screen Magnification Software
- Sewing Aids for Individuals with Vision Impairment
- Tactile Timepieces/Watches
- Talking Alarm Clocks
- Talking Bar Code Scanner/Reader

- Talking Blood Glucose Monitors
- Talking Blood Pressure Monitors
- Talking Cash Register
- Talking Color Detector
- Talking Copier
- Talking Money Identifier
- Talking Scales
- Talking Telephones
- Talking Watches

#### Memory Loss

- Additional Training Time / Training Refreshers
- Apps for Memory
- Electronic Organizers
- Memory Software
- Recorded Directives, Messages, Materials
- Reminders
- Support Person
- Verbal Cues
- Wall Calendars and Planners
- Written Instructions

#### Nausea

- Flexible Schedule
- Mini Refrigerators/ Electric Coolers
- Telework, Work from Home, Working Remotely

#### Photosensitivity

- Alternative Lighting
- Anti-Glare Filters for Fluorescent Lights
- Cubicle Doors, Shields, and Shades
- Fluorescent Light Tube Covers
- Full Spectrum or Natural Lighting Products

- LED Light Filters
- Lighting Gel Filters
- Sun/UV Protective Clothing
- Vehicle Window Tinting and Shades

#### Respiratory Distress/Breathing Problem

- Air Cleaners & Purifiers
- Air Cleaners - Chemical/Odor Removal
- Air Cleaning Systems
- Air Purifiers for Multiple Chemical Sensitivity
- Alternative Cleaning Supplies
- Carpet Alternatives, Sealants, and Sustainable Flooring
- Flexible Schedule
- Floor Cleaning/Stripping Products - Chemical Sensitivity
- Low/No Odor Paints and Stains
- Masks - Smoke Allergy
- Odor/Fragrance/Chemical Masks
- Personal Air Cleaner (Neckworn)
- Powered Air Purifying Respirator (PAPR)
- Respirator Masks
- Telework, Work from Home, Working Remotely

#### Skin Rash/Blisters/Sores

- Alternative Cleaning Supplies
- Disability Awareness/Etiquette Training
- Job Restructuring
- Policy Modification

#### Stress Intolerance

- Apps for Anxiety and Stress
- Behavior Modification Techniques
- Counseling/Therapy
- Environmental Sound Machines / Tinnitus Maskers / White Noise Machines

- Flexible Schedule
- Job Restructuring
- Marginal Functions
- Modified Break Schedule
- Supervisory Methods
- Support Animal
- Support Person

#### Suppressed Immune System

- Disability Awareness/Etiquette Training
- Hand Protection
- Policy Modification
- Telework, Work from Home, Working Remotely
- Worksite Redesign / Modified Workspace

#### Temperature Sensitivity

- Air Deflectors
- Cold Resistant Gloves
- Cooling Clothing
- Fans
- Flexible Schedule
- Heated Clothing
- Heated Ergonomic and Computer Products
- Heated Gloves
- Portable Air Conditioners
- Telework, Work from Home, Working Remotely
- Vent Covers
- Workstation Space Heaters

#### Toileting/Grooming Issue

- Accessible Toilets and Toilet Seats
- Aide/Assistant/Attendant
- Flexible Schedule



- Grab Bars - Toilet Hinged Arm Support
- Grooming and Dressing Aids
- Independent Living Aids
- Modified Break Schedule
- Swing Away Grab Bars
- Telework, Work from Home, Working Remotely
- Toileting Aids
- Transfer Aids
- Worksite Redesign / Modified Workspace

### **Work-Related Functions**

#### Light

- Alternative Lighting
- Anti-Glare Filters for Fluorescent Lights
- Flexible Schedule
- Fluorescent Light Tube Covers
- Full Spectrum or Natural Lighting Products
- LED Light Filters
- LED Lighting
- Lighting Gel Filters
- Modified Lighting
- Non-Fluorescent Lighting
- Personal Visors
- Simulated Skylights and Windows
- Sun/UV Protective Clothing
- Telework, Work from Home, Working Remotely
- Transparent Window Shades
- UV Protection Shelters
- Vehicle Window Tinting and Shades

#### Stress

- Apps for Anxiety and Stress

- Behavior Modification Techniques
- Counseling/Therapy
- Flexible Schedule
- Job Restructuring
- Marginal Functions
- Modified Break Schedule
- Monitor Mirrors
- On-site Mentoring
- Service Animal
- Simulated Skylights and Windows
- Supervisory Methods
- Support Animal
- Support Person
- Telework, Work from Home, Working Remotely
- Uninterrupted Work Time

#### Temperature

- Air Deflectors
- Cold Resistant Gloves
- Cooling Clothing
- Fans
- Flexible Schedule
- Foot Warmers
- Heat Resistant Gloves
- Heated Clothing
- Heated Ergonomic and Computer Products
- Heated Gloves
- Modified Break Schedule
- Telework, Work from Home, Working Remotely
- Vent Covers
- Workstation Space Heaters

## **Situations and Solutions:**

### **A secretary with HIV could only go to the HIV clinic during work hours.**

The employer provided the employee with a flexible work schedule, so that she could go to the clinic for medical attention and counseling. The employee made up the hours throughout the week by staying later and by coming in early.

### **A computer operator was experiencing weight loss and gastrointestinal limitations as a result of having HIV.**

She was provided with an ergonomic chair with extra padding and began to change seating positions often. This prevented her from getting sores from sitting in one position for prolonged periods of time. Employee's workstation was also moved closer to a restroom to provide her better access. Total cost to move employee to another workstation was virtually nothing.

### **A pharmacist was having difficulties standing for eight hours a day on a tile floor.**

This employee was responsible for filling prescriptions for medication. The work area was carpeted using extra padding, which assisted in reducing fatigue and a sit/stand/lean stool was purchased to assist employee when standing. Employee was also permitted to take frequent rest breaks throughout the day. This was possible since the employee cut his lunch hour down to 30 minutes, which provided him with 30 minutes that could be used at other times of the day whenever a break was needed. Also another pharmacist was available to cover his breaks.

### **A machine operator was experiencing difficulties remembering the steps involved in changing a part on his machine.**

The employer provided the employee with a step by-step checklist and directions explaining how to do this.

### **An accountant was experiencing eye sensitivity to fluorescent light in her office.**

As a result, she was unable to clearly view her computer screen or written materials due to glare. The accommodation solutions were to lower the wattage in the overhead lights, provide task lighting, and a computer screen glare guard.

## **Products**

There are numerous products that can be used to accommodate people with limitations. JAN's Searchable Online Accommodation Resource at <https://askjan.org/soar> is designed to let users explore various accommodation options. Many product vendor lists are accessible through this system; however, JAN provides these lists and many more that are not available on the Web site upon request. Contact JAN directly if you have specific accommodation situations, are looking for products, need vendor information, or are seeking a referral.

## Resources

### **Job Accommodation Network**

West Virginia University  
PO Box 6080  
Morgantown, WV 26506-6080  
Toll Free: (800) 526-7234  
TTY: (304) 293-7186  
Fax: (304) 293-5407  
[jan@askjan.org](mailto:jan@askjan.org)  
<http://AskJAN.org>

The Job Accommodation Network (JAN) is a free consulting service that provides information about job accommodations, the Americans with Disabilities Act (ADA), and the employability of people with disabilities.

### **Office of Disability Employment Policy**

200 Constitution Avenue,  
NW, Room S-1303  
Washington, DC 20210  
Toll Free: (866) 633-7365  
[odep@dol.gov](mailto:odep@dol.gov)  
<http://dol.gov/odep>

The Office of Disability Employment Policy (ODEP) is an agency within the U.S. Department of Labor. ODEP provides national leadership to increase employment opportunities for adults and youth with disabilities while striving to eliminate barriers to employment.

### **American Physical Therapy Association**

<http://www.moveforwardpt.com/Default.aspx>

MoveForwardPT.com is the official consumer information website of the American Physical Therapy Association.

**American Psychological Association**

750 First Street NE  
Washington, DC 20002  
Toll Free: (800) 374-2721  
Direct: (202) 336-5500  
<http://www.apa.org/>

Our mission is to advance the creation, communication and application of psychological knowledge to benefit society and improve people's lives.

**American Sexual Health Association**

PO Box 13827  
Research Triangle Park, NC 27709  
Direct: (919) 361-8400  
[info@ashasexualhealth.org](mailto:info@ashasexualhealth.org)  
<http://www.ashasexualhealth.org>

The American Sexual Health Association promotes the sexual health of individuals, families and communities by advocating sound policies and practices and educating the public, professionals and policy makers, in order to foster healthy sexual behaviors and relationships and prevent adverse health outcomes.

**Centers for Disease Control and Prevention**

1600 Clifton Rd  
Atlanta, GA 30333  
Toll Free: (800) 232-4636  
<http://www.cdc.gov>

The Centers for Disease Control and Prevention are dedicated to protecting the health and safety of people - at home and abroad, providing credible information to enhance health decisions, and promoting health through strong partnerships.

**Eunice Kennedy Shriver National Institute of Child Health and Human Development**

31 Center Drive  
Building 31, Room 2A32  
Bethesda, MD 20892-2425  
Toll Free: (800) 370-2943  
Fax: (866) 760-5947  
[NICHDInformationResourceCenter@mail.nih.gov](mailto:NICHDInformationResourceCenter@mail.nih.gov)  
<http://www.nichd.nih.gov/Pages/index.aspx>

The mission of the NICHD is to ensure that every person is born healthy and wanted, that women suffer no harmful effects from reproductive processes, and that all children have the chance to achieve their full potential for healthy and productive lives, free from disease or disability, and to ensure the health, productivity, independence, and well-being of all people through optimal rehabilitation.

**Eunice Kennedy Shriver National Institute of Child Health and Human Development**

P.O. Box 3006  
Rockville, MD 20847  
Toll Free: (800) 370-2943  
Fax: (866) 760-5947  
[NICHDInformationResourceCenter@mail.nih.gov](mailto:NICHDInformationResourceCenter@mail.nih.gov)  
<http://www.nichd.nih.gov/Pages/index.aspx>

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**Genetic and Rare Diseases Information Center (GARD)**

P.O. Box 8126  
Gaithersburg, MD 20898-8126  
Toll Free: (888) 205-2311  
Fax: (301) 251-4911  
<https://rarediseases.info.nih.gov/>

The Genetic and Rare Diseases (GARD) Information Center is a program of the National Center for Advancing Translational Sciences (NCATS) and funded by two parts of the National Institutes of Health (NIH): NCATS and the National Human Genome Research Institute (NHGRI). GARD provides the public with access to current, reliable, and easy to understand information about rare or genetic diseases in English or Spanish.

### **Hepatitis Foundation International**

8121 Georgia Avenue  
Suite 350  
Silver Spring, MD 20910  
Toll Free: (800) 891-0707  
Direct: (301) 565-9410  
[info@hepatitisfoundation.org](mailto:info@hepatitisfoundation.org)  
<http://www.hepfi.org/>

The Hepatitis Foundation International (HFI) is a 501 (c) 3 non-profit organization established in 1994 working to eradicate chronic hepatitis for 400 million people globally. HFI is also dedicated to increasing and promoting health and wellness, as well as, reducing the incidence of preventable liver-related chronic diseases and lifestyles that negatively impact the liver.

### **MedlinePlus**

8600 Rockville Pike  
Bethesda, MD 20894  
[custserv@nlm.nih.gov](mailto:custserv@nlm.nih.gov)  
<https://www.nlm.nih.gov/medlineplus/>

MedlinePlus is the National Institutes of Health's Web site for patients and their families and friends. Produced by the National Library of Medicine, the world's largest medical library, it brings you information about diseases, conditions, and wellness issues in language you can understand. MedlinePlus offers reliable, up-to-date health information, anytime, anywhere, for free.

Created by the U.S. National Library of Medicine

**National AIDS Treatment Advocacy Project**

580 Broadway  
Suite 1010  
New York, NY 10012  
Toll Free: (888) 266-2827  
Direct: (212) 219-0106  
Fax: (212) 219-8473  
[info@natap.org](mailto:info@natap.org)  
<http://www.natap.org/>

Our mission is to educate individuals about HIV and Hepatitis treatments and to advocate on the behalf of all people living with HIV/AIDS and HCV. Our efforts in these areas are conducted on local, national, and international levels.

**National Center for Biotechnology Information**

8600 Rockville Pike  
Bethesda, MD 20894  
[pubmedcentral@ncbi.nlm.nih.gov](mailto:pubmedcentral@ncbi.nlm.nih.gov)  
<http://www.ncbi.nlm.nih.gov/>

MISSION: IMS brings together an international community of health care professionals, researchers, educators, and others to improve care and transform delivery of treatment to those suffering from soft tissue pain through the promotion and exchange of globally recognized research, education, and innovation in patient care.

**National Institute of Allergy and Infectious Diseases**

5601 Fishers Lane  
MSC 9806  
Bethesda, MD 20892-9806  
Toll Free: (866) 284-4107  
Direct: (301) 496-5717  
Fax: (301) 402-3573  
[ocpostoffice@niaid.nih.gov](mailto:ocpostoffice@niaid.nih.gov)  
<http://www.niaid.nih.gov/Pages/default.aspx>

NIAID conducts and supports basic and applied research to better understand, treat, and ultimately prevent infectious, immunologic, and allergic diseases.



**National Institute on Aging**

31 Center Drive

MSC 2292

Bethesda, MD 20892

Toll Free: (800) 222-2225

[niaic@nia.nih.gov](mailto:niaic@nia.nih.gov)

<https://www.nia.nih.gov/>

At NIA, our mission is to discover what may contribute to a healthy old age as well as to understand and address the disease and disability sometimes associated with growing older. In pursuit of these goals, our research program covers a broad range of areas, from the study of basic cellular changes that occur with age to the examination of the biomedical, social, and behavioral aspects of age-related conditions, including Alzheimer's disease.

**Office on Women's Health**

Department of Health and Human Services

200 Independence Avenue, SW Room 712E

Washington, DC 20201

Toll Free: (800) 994-9662

Direct: (202) 690-7650

Fax: (202) 205-2631

<http://www.womenshealth.gov/>

The Office on Women's Health (OWH), part of the U.S. Department of Health and Human Services (HHS), works to improve the health and sense of well-being of all U.S. women and girls. OWH serves as the focal point for women's health activities across HHS offices and agencies and leads HHS efforts to ensure that all women and girls achieve the best possible health.

**Remedy's Health Communités**

<http://www.healthcommunities.com>

Remedy Health Media is America's fastest growing health information and technology company. We are a leading provider of clinical resources and wellness tools that help millions of patients and caregivers live healthier, more fulfilled lives.

Our mission is to empower patients and caregivers with the information and applications needed to efficiently navigate the healthcare landscape and as a result, to permit better health outcomes through use of our products and services.

### **The Foundation for Peripheral Neuropathy**

485 Half Day Road

Suite 350

Buffalo Grove, IL 60089

Toll Free: (877) 883-9942

Fax: (847) 883-9960

[info@tffpn.org](mailto:info@tffpn.org)

<https://www.foundationforpn.org/>

The Foundation for Peripheral Neuropathy is a Public Charity committed to fostering collaboration among today's most gifted and dedicated neuroscientists and physicians. These specialists from around the country will help us maintain a comprehensive view of the field and determine the research areas that hold the most promise in neuropathy research and treatment to develop new and effective therapies that can reverse, reduce and one day eliminate Peripheral Neuropathy. It is our ultimate goal to utilize every means and opportunity to dramatically improve the lives of those living with this painful and debilitating disorder.

### **U.S. Department of Veterans Affairs**

Toll Free: (844) 698-2311

<http://www.va.gov/>

The Agency is responsible for providing employment, training, educational and reemployment rights information and assistance to veterans, and other military personnel who are preparing to transition from the military. Also provide hearing aids. All World War I veterans are eligible to receive free hearing aids. Other veterans can receive free hearing aids if their hearing loss is at least 50% service-related.

**World Health Organization**

525 Twenty-third Street

N.W.

Washington, DC 20037

Direct: (202) 974-3000

Fax: (202) 974-3663

<http://www.who.int/en/>

We are the directing and coordinating authority on international health within the United Nations' system.

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