



# Empowering HR Leaders

A Checklist for HIV in the Workplace

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# The Role of HR & Benefit Leaders in Ending HIV

Ending the HIV epidemic in the United States is finally within our reach, but getting there will require that all sectors of society, including employers, work together to help make sure the most powerful HIV prevention and treatment tools in history reach the people who need them most.

As an employer, you can do your part by ensuring that you provide comprehensive insurance coverage and benefits that support HIV detection, prevention, treatment, and care. You can also make it easier for workers to access HIV services, engage your workforce in HIV education, and take steps to fight stigma and eliminate discrimination.





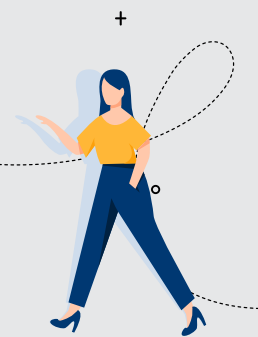
## Use this checklist to ensure your insurance coverage, benefits, and workplace policies are in compliance with federal, state, and local laws, and consider recommendations that can make it easier for people to get the HIV prevention, care, and support they need.

- ❑ Make sure you and your team know the latest information about HIV, including [basic statistics](#) about HIV in the U.S., the importance of [HIV testing](#), efficacy of [PrEP](#) and [PEP](#) to prevent HIV infection, and how [treatment](#) for people with HIV can prevent the spread of the virus to others.
- ❑ Provide access to comprehensive health insurance coverage and benefits for employees, including [essential health benefits](#) that support HIV detection, prevention, treatment, and care.
- ❑ Confirm your insurance plans are compliant with the [Affordable Care Act \(ACA\)](#), offering HIV and STI screening at least quarterly and [pre-exposure prophylactic treatments \(PrEP\)](#), and the necessary ancillary clinic and lab visits without cost-sharing.
- ❑ Make sure you're aware of the [new ICD 10 billing codes for PrEP and PEP](#) announced in October 2023. Check out NASTAD's [Billing and Coding Guide for HIV Prevention and FAQs](#) for more details.
- ❑ Help workers who are not covered by your insurance plan (e.g. contract or part-time workers) find affordable coverage for HIV services and other health care through the [Health Insurance Marketplace](#). You can support them by connecting them with a [navigator](#) or [independent resource](#).
- ❑ [The Ryan White HIV/AIDS Program \(RWHAP\)](#) is a federal program providing care, medication, and essential support services for people with HIV who do not have health insurance, or who need support filling gaps in coverage. For employees who pay a portion of their premiums and who are enrolled in RWHAP, it's important that health insurance issuers [have a mechanism for accepting third party payments](#), as these patient assistance programs cannot reimburse the individual directly.
- ❑ Reinforce your company's commitment to ending HIV with a written Workplace HIV Policy that complies with [federal, state, and local laws](#), including the [Americans with Disabilities Act \(ADA\)](#), the [Rehabilitation Act of 1973](#), the Occupational Safety and Health Administration's (OSHA) [guidelines](#), and the [ACA](#). Employers can use this [Sample Workplace HIV Policy](#) template as a starting place.



- Reiterate that certain disability-related medical information, including HIV status, is confidential under the ADA and must be stored separately from an employee's personnel file.
- Create a dedicated HIV section or page on your internal website that includes your HIV benefit coverage, information about where to access HIV prevention and care services - including [free HIV testing \(locations and/or at home testing\)](#), [HIV services](#), [local HIV providers](#), and basic HIV educational resources (e.g. [CDC's Let's Stop HIV Together](#) and [KFF's Greater Than HIV](#)).
- Provide flexible work and paid leave policies, [like flexible time off](#), that allow workers to attend necessary medical appointments and take care of their health. If there's an employee benefit fund for discretionary needs, make sure a non-disclosed diagnosis qualifies for financial support.
- Cover non-copay out-of-pocket expenses associated with testing through your wellness incentive programs, such as a gift card for transportation. Small prizes, rewards or other modest incentives can also help encourage employees to get tested. Make sure incentives are aligned with your employee confidentiality policies.
- Offer comprehensive mental health services for all workers and let them know how to access them. HIV is not solely a physical disease; it can significantly impact a person's mental health and sense of well-being too.
- Check with your employee assistance program (EAP) provider to identify specific HIV counseling and support resources. If your EAP doesn't offer robust HIV mental health services, consider reaching out to local HIV/AIDS service organizations or your local public health department to help you identify providers in your area.
- Help end discrimination and stigma in the workplace by educating your workforce about HIV upon entry or annually, including training for managers to sensitively manage workers with HIV.
- Consider requiring your vendors to have an HIV non-discrimination policy and programs to educate their workforce.

**For more information about how employers can engage their workforce in HIV and accelerate progress toward an end to the HIV epidemic in the U.S., check out the [Ending the HIV Epidemic - A Guide for Employers](#).**



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# 10 THINGS TO KNOW ABOUT HIV IN THE UNITED STATES TODAY

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- 1 Today there are more than 1.2 million people with HIV in the U.S. and about 35,000 new infections each year. Ninety-one percent of people with HIV are of working age.
- 2 People with HIV in ongoing care and treatment can live long, healthy lives and prevent the spread of the virus to others.
- 3 Getting tested for HIV and making it part of your healthcare routine is an important step in protecting yourself and others. Testing is quick, easy and confidential. There are many resources available for people who need support with HIV testing and care.
- 4 One in eight people with HIV in the U.S. are unaware they are infected, and 80% of new infections are transmitted by people who are not aware they have HIV or are not receiving any HIV care.
- 5 Medicines for people without HIV, called PrEP and PEP, can reduce a person's chance of getting HIV when taken as prescribed, and can reduce long-term health costs. Yet, only 36% of the people who could benefit from taking PrEP are actually using it.
- 6 HIV can impact anyone, regardless of sexual orientation, race, ethnicity, gender or age. Racism, HIV stigma, homophobia, poverty and barriers to health care continue to drive disparities among some groups more than others – including Black and Hispanic communities; gay, bisexual and other men who have sex with men; and transgender women.
- 7 Fear and misinformation about HIV contributes to stigma, affecting the mental and physical well-being of people with HIV, and prevents some people from getting tested and accessing PrEP and other prevention services.
- 8 HIV has been diagnosed in all 50 U.S. states, D.C. and Puerto Rico. Nine of the 10 U.S. states with the highest rates of HIV infection are located in the South.
- 9 Teens and young adults continue to be at risk, with those under 35 accounting for more than half of new HIV diagnoses.
- 10 Workers with HIV are protected by the Americans with Disabilities Act (ADA) in the United States. The ADA prohibits discrimination against individuals with disabilities, including HIV, in all aspects of employment, including hiring, firing, promotion and compensation.

# U.S. BUSINESS ACTION TO END HIV

a Health Action Alliance initiative

U.S. Business Action to End HIV was founded in 2022 by the Health Action Alliance, with support from ViiV Healthcare, to mobilize a growing coalition of private sector partners committed to filling gaps and accelerating progress to help end HIV in the U.S. by 2030.

The Health Action Alliance is a unique collaboration between leading business, communications and public health organizations to help employers navigate evolving health challenges, improve the health of workers and engage with public health partners to build stronger, healthier communities.

Learn more at [healthaction.org](https://healthaction.org).

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## THIS GUIDE WAS DEVELOPED IN PARTNERSHIP WITH



The National LGBT Chamber of Commerce (NGLCC) is the largest advocacy organization dedicated to expanding economic opportunities and advancements for LGBTQ people, and the exclusive certifying body for LGBTQ-owned businesses.

Learn more at [nglcc.org](https://nglcc.org).

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