



## Center Checklist for COVID-19 Positive Test Results

The checklist below provides general direction for Center Directors. The checklist is a tool to guide information flow and coordination with Job Corps when a COVID-19 positive test result is reported. The checklist is not a substitute for internal center and/or center operator policies and procedures, including internal reporting structures. If any portion of this checklist conflicts with the Policy and Requirements Handbook (PRH), follow the PRH or consult with the appropriate Regional Director (RD) for guidance.

\_\_1. The center, upon receiving information that a staff member or student tested positive, provides the initial summary below to the appropriate corporate managers and the appropriate Job Corps RD.<sup>1</sup>

- Name and title and/or position of staff or student with his or her student ID number and age (minor or adult);
- When the staff member or student was last on the center;
- Whether the staff member or student had contact with others;
- Health status and current location of the staff and/or student;
- Date and/or time tested;
- Reason for the test;
- Date and time the COVID-19 confirmed positive test result was received by or reported to the center; and
- Source and date of the exposure (if known).

\_\_2. The center informs its Health and Wellness (HW) manager, or others as appropriate, of the above.

- HW contacts the appropriate Humanitas Regional Health Specialist to provide the information summarized in item #1 above and seek healthcare advice.
- HW informs other appropriate corporate managers and/or leadership consistent with internal procedures.
- HW and others, as appropriate, call or otherwise inform the parent or guardian of any minor student who tests positive.

\_\_3. The center informs its appropriate corporate manager(s).

- Corporate management notifies Job Corps' national office to coordinate public communications and notices.

\_\_4. The center informs its Contracting Officer Representative (COR) and RD.

- Provide the summary information described in item #1 above.
- The RD will contact and coordinate with Job Corps' national office.

\_\_5. The center determines what follow-up calls and contacts are needed or planned as a result of engaging corporate management and Job Corps regional staff.

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<sup>1</sup> If personally identifiable information or PII is collected at any point in the checklist process, any dissemination of that information, whether internally or to persons outside your organization, should follow your internal policies and procedures for safeguarding that information in compliance with the Privacy Act and contract requirements.

- The center provides and/or updates the list of students who were in contact with the individual.
- The center provides and/or updates the list of staff who were in contact with the individual.

\_\_6. The center notifies the local health department of the positive test and follow directions about any needed actions.

- The center notifies the Job Corps RD to confirm health department notice was provided. If notice was not provided, please inform the RD why it was not provided.
- The center follows Centers for Disease Control (CDC) COVID-19 guidelines on assessing and managing risk, and cleaning and sanitizing.
- The center consults, as needed, its Humanitas Regional Health Specialists.

\_\_7. The center updates the center staff and/or corporate management team on what actions and steps have been taken based upon the information and discussions described above.

- The Center Director or corporate management notifies Job corps of changes/updates.

\_\_8. The center continues its research and updates, as needed, which days and/or times during the previous 14 days the person testing positive was at the center.

- The center does a crosswalk of the schedule(s) with student and staff interactions, noting names when possible.
- The center provides this information to the RD and the health department.
- The center determines whether the health department, the center, or both will notify contacts and provide direction.

\_\_9. The center implements its temperature check plan and/or other precautionary measures consistent with CDC guidance.

\_\_10. The center review its readiness to isolate any students on the center if symptoms are noted. This may be a part of the center's pandemic plan.

- The center ensures that the Health and Wellness Center staff have the necessary personal protective equipment (PPE) to safely manage the isolation of positive COVID-19 cases.

\_\_11. The center prepares a communication to all staff and students informing them of the positive test while ensuring all PII is kept confidential.

- The center works with the Job Corps RD on a joint draft.
- The center works with the appropriate corporate management staff for review of the joint draft.
- Job Corps' RD coordinates reviews and approvals with Job Corps' national office.
- The center or others as appropriate sends the communication to the RD and COR once it is approved.

\_\_12. The center prepares a draft Significant Incident Report (SIR) for review by appropriate corporate management, RD, and the COR.

- The SIR addresses any questions by the RD and is updated when necessary.
- The center follows the RD's instructions for submission.

\_\_13. The center obtains daily updates on any student in isolation at the center.

\_\_14. The center monitors the health status of students and staff at the center, including temperature checks, consistent with CDC guidance.

- The center updates the RD on any change in staff and student health status.

\_\_15. The center monitors the health status of staff members or students in isolation away from the center.

- The center updates the RD and others on any change in staff and student health status.

\_\_16. The center reviews past communications on maintaining center hygiene and redistribute them, as appropriate. These communications may include center specific and corporate guidelines incorporating CDC guidance.

\_\_17. The center forwards media and congressional requests to the RD for Job Corps national office coordination.