



November 13, 2020

DIRECTIVES:	JOB CORPS INFORMATION NOTICE NO. 20-02
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL FOREST SERVICE CENTER DIRECTORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH AND ADMISSIONS CONTRACTORS  
ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: DEBRA CARR  
Acting National Director Debra A. Carr  
Office of Job Corps

Digitally signed by Debra A. Carr  
Date: 2020.11.13 15:26:21 -05'00'

SUBJECT: Updated Checklist Tool for Center Directors when a Staff Member or Student Tests Positive for Coronavirus (COVID-19)

1. Purpose. To rescind IN 19-09 and distribute an updated general checklist based on updates to the Center for Disease Control and Prevention (CDC) guidelines, which Center Directors may use as a tool upon becoming aware that a staff member or student has tested positive for COVID-19.
2. Background. Job Corps issued Information Notice (IN) No. 19-09, “Checklist Tool for Center Directors when a Staff Member or Student Tests Positive for Coronavirus (COVID-19)” on April 21, 2020. As the world learns more about COVID-19, the CDC continues to update its guidance. As such, Job Corps is rescinding IN No. 19-09 and replacing it with this IN that contains an updated *Center Checklist for COVID-19 Positive Test Results*, which describes actions that Job Corps center staff may take in response to positive COVID-19 results for staff and students.

Center Directors may use the attached checklist as a tool for determining the appropriate steps to take when coordinating with Job Corps in the event a staff member or student tests positive for COVID-19. The checklist is not exhaustive and can be supplemented with additional actions based on a center’s specific circumstances and existing internal operating procedures. The checklist is not a substitute for internal center operator policies and procedures.

3. Action. Job Corps is providing the attached updated checklist as an aid to help Center Directors determine what actions to take upon being informed of a

positive COVID-19 test and coordinating with Job Corps. Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to the respective Regional Directors.

Attachment

## 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) Notify the Center's Health and Wellness Manager and Infectious Disease Response Committee.
- 2) Provide initial notification to COR, RD, corporate office, and Humanitas Nurse Specialist (within 12 hours). Serves as draft of SIR for approval by RD.
  - a. If the individual who tested positive is a student, the student's name with his or her student ID number and age (minor or adult), but if the positive test result is from center staff, only the staff member's title and/or position at the center;
  - b. When the staff member or student was last on the center;
  - c. Whether the staff member or student had "close contact" (defined by the CDC as being within 6 feet for 15 or more minutes over 24 hours) with others;
  - d. Health status and current location of the staff and/or student;
  - e. Date of symptom onset (if applicable);
  - f. Date and/or time tested;
  - g. Reason for the test;
  - h. Whether the test was administered on- or off-campus;
  - i. Date and time the COVID-19 confirmed positive test result was received by or reported to the center; and
  - j. Source and date of the exposure (if known).
- 3) File the initial SIR within 24 hours
  - a. Include all information outlined in item 2 (above).
  - b. One SIR must be filed for each positive COVID case.
- 4) Contact the health department (within 1 business day) to report positive case and coordinate response
- 5) Initiate contact tracing for potential on-center close contact exposures (in accordance with health department if assistance is provided)
  - a. Complete a crosswalk of the schedule(s) with student and staff interactions, noting names when possible.
  - b. Provide this information to the RD and the health department.
  - c. Determine whether the health department, the center, or both will notify contacts and provide direction.
- 6) Notify close contacts and educate regarding quarantine and testing requirements
- 7) Notify student's parent/guardian, if student is a minor.

- 8) Follow Job Corps' COVID-19 Medical, Mental Health, TEAP, and Oral Health Protocol for students in isolation, through coordination with Health and Wellness staff.
- 9) If the positive test result is from a staff member or a student currently on-campus, prepare a COVID-19 Notification Letter to all staff and on-campus students (or parents/guardians for minor students) informing them of the positive test while ensuring all PII is kept confidential.
  - a. The center works with the Job Corps RD on a joint draft.
  - b. 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.
  - c. The center sends the notification once it is approved.
- 10) For staff members who test positive, coordinate with Health and Wellness staff and the staff member regarding return to work per Job Corps' COVID-19 Medical, Mental Health, TEAP, and Oral Health Protocol and in accordance with staff members' healthcare provider.
- 11) Forward media and congressional requests to the RD for Job Corps national office coordination.