



May 14, 2021

**DIRECTIVE:           JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 20-21**

**TO:**                   ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**             RACHEL TORRES  
                          National Director  
                          Office of Job Corps

**SUBJECT:**           Job Corps Center Protocols for COVID-19 Vaccinations

1. **Purpose.** To provide centers with information about coronavirus disease 2019 (COVID-19) vaccinations and protocols for centers to follow regarding the vaccine.
2. **Background.** On December 11, 2020, the U.S. Food and Drug Administration (FDA) issued an Emergency Use Authorization (EUA) for emergency use of the Pfizer-BioNTech COVID-19 vaccine for the prevention of COVID-19. Subsequently, on December 18, 2020, the FDA issued Moderna TX, Inc. a EUA for its Moderna COVID-19 vaccine. On February 27, 2021, the FDA issued a EUA for the third vaccine for the prevention of COVID-19, manufactured by the Janssen Pharmaceutical Company of Johnson & Johnson. Each EUA remains in effect until the declaration that circumstances exist that justify authorizing the emergency use of the vaccine during the COVID-19 pandemic is terminated or the EUA is revoked. As of the date of this Program Instruction Notice neither termination nor revocation has occurred. For up-to-date information on the status of approved vaccinations, please visit the Centers for Disease Control and Prevention (CDC) Different COVID-19 Vaccines webpage, accessible at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html>.

The [CDC Vaccination Program Interim Playbook](#)<sup>1</sup> provides operational guidance for state, territorial, tribal, and local public health programs on how to plan and operationalize a vaccination response. The planning and implementation of the COVID-19 vaccination program is managed, at present, at the state level. There is variability in how each state is prioritizing vaccination, based on CDC recommendations, while taking local needs into

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<sup>1</sup> *COVID-19 Vaccination Program Interim Operational Guidance Jurisdiction Operations* (cdc.gov), accessible at [https://www.cdc.gov/vaccines/imz-managers/downloads/Covid-19-Vaccination-Program-Interim\\_Playbook.pdf](https://www.cdc.gov/vaccines/imz-managers/downloads/Covid-19-Vaccination-Program-Interim_Playbook.pdf) (last accessed on April 22, 2021).

account. The CDC Vaccination Program Interim Playbook encourages local jurisdictions to develop local networks to administer the vaccine.

## **COVID-19 Vaccines<sup>2</sup>**

Pfizer-BioNTech vaccine

- Approved for age 16 and over
- Uses two doses with 21 days between the first and second dose

Moderna, Inc. vaccine

- Approved for age 18 years and over
- Uses two dose with 28 days between the first and second dose

Johnson & Johnson vaccine

- Approved for ages 18 years and over
- Uses one dose

## **Coordinating and Advising on Access to Covid-19 Vaccines for Staff and Students**

Centers must coordinate with their local public health department to assist staff and students with identifying vaccination facilities and available vaccination appointments. States have a range of approaches to vaccine administration including the below.

- Mobile vaccination units. Some local health departments have the capacity and capability to provide vaccines on Job Corps campuses and have provided this option for influenza vaccination efforts in past. In addition, some pharmacies have established mobile units to support vaccination at long-term care facilities.
- Vaccination drive-through set ups.
- Vaccination at the health department, hospitals, or clinics.
- Vaccination at identified pharmacies.

## **Vaccination and COVID-19 Prevention Procedures**

Job Corps' policies and procedures will not be altered based on vaccination status at this time, and guidance will be updated as more information becomes available.

## **Center Protocols for COVID-19 Vaccines**

Job Corps is encouraging staff and students to get vaccinated. Centers must communicate to staff and students that vaccination is voluntary and encouraged, and must manage communications and vaccine protocols. Vaccines must not be given by Job Corps health and wellness staff. Vaccines will be given by those sites implementing community, state, and

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<sup>2</sup> Adapted from CDC's *Different COVID-19 Vaccines* webpage, accessible at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html> (last accessed on May 3, 2021). There may be changes in the number and types of COVID-19 vaccines made available.

local vaccination programs. All center actions regarding vaccinations must comply with applicable nondiscrimination laws, including the Americans with Disabilities Act and the Workforce Innovation and Opportunity Act, Section 188 on nondiscrimination.

Vaccination sites are required to follow strict protocols, including informed consent, evaluation for contraindications and monitoring post-vaccination for immediate side effects. Job Corps center staff must assist students in making vaccination appointments and provide transportation to students to vaccination sites if on-campus mobile options are not available and must assist students with necessary documentation.

3. Action. Centers must take the below actions.

- Work directly with local and state health departments, retail pharmacies, or other community resources to support voluntary vaccination of staff and students within appropriate priority categories.
- Provide staff with resources and updates on COVID-19 vaccination opportunities in the community and educational materials to reduce vaccine hesitancy.
- Provide students with assistance in scheduling and receiving COVID-19 vaccines and educational materials to reduce vaccine hesitancy.
- Transport students to vaccination sites following required mask and distancing protocols when vaccines become available, if on-campus mobile options are not available.
- Do not store or administer the COVID-19 vaccine through the Job Corps Health and Wellness Center. Plans should not include prolonged storage of COVID-19 vaccines on center or administration of vaccines by center health and wellness staff.

4. Expiration Date. Effective upon issuance and until superseded. The Office of the Senior Procurement Executive will simultaneously issue a Change Order.

5. Inquiries. Inquiries should be directed to Cassandra Thomas at (202) 693-3933 or [Thomas.Cassandra@dol.gov](mailto:Thomas.Cassandra@dol.gov).