Job Corps COVID-19 Protocols Job Aid

COVID-19 Vaccination	
	Action
COVID-19 Vaccination Data Collection	The center must obtain documentation of student vaccination status as outlined in Job Corps policy and handle vaccination records as outlined in PRH Chapter 2, Appendix 202. Centers must track vaccination status of all students, including collecting data and entering data into the CIS Health e-folder to ensure CIS vaccination data is current. The center must use *Attachment A: Student COVID-19 Vaccine Certification, Authorizations, and Acknowledgements and Testing Consent*.
COVID-19 Vaccination	The center must promote COVID-19 vaccination to minimize the impact of COVID-19 infection on students. The center must arrange logistics and reduce barriers to student vaccination. The center must track students in need of follow-up vaccination doses, including for the primary series and boosters. If a current on-center student declines to be vaccinated or declines to answer as to vaccination status, educate student that they may change their mind at any time.

Reducing Individual Student Risk for COVID-19	
	Action
Identify, Counsel and Educate	The Health and Wellness team must assess each student's risk for severe COVID-19 infection and provide education about individual risk reduction measures including masking, distancing, vaccination, and medical therapeutics.

Mask Wearing	
	Action
Mask Wearing— General	The center will follow COVID-19 Community Levels and Masking Requirements by Location	U.S. Department of Labor (dol.gov) depending on Community Level. Center may implement mask wearing indoors at any COVID-19 Community Level if center has an outbreak in accordance with direction from the Regional Office.
Mask Wearing— Health and Wellness	Center health and wellness staff and the wellness facility must comply with CDC guidance for Managing Health Care Personnel Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic.

Mask Wearing	
Mask Wearing— After Confirmed COVID-19 or Exposure to COVID-19	All Job Corps students with COVID-19 who have ended isolation <mark>must</mark> wear a well-fitting mask around other people through day 10.
	All Job Corps students who are determined to be a close contact to someone with COVID-19 must wear a well-fitting mask around other people for 10 days after their last close contact. (See Close Contact Exposure, Isolation, and Diagnostic Testing section below for details.)

Physical/Social Distancing	
	Action
Physical/Social Distancing **For INDIVIDUALS**	Physical distancing is optional. Health and Wellness staff provide counseling to high-risk students to mitigate risk.
Classroom, Vocation, Dining, Transportation, and Other Structured Activity Set Up	Centers need to post signage encouraging individuals, regardless of vaccination status, to consider physically distancing themselves from others and avoiding crowding in indoor common areas, meeting rooms, and high-risk settings when COVID-19 Community Level is medium or high. Organized indoor activities (e.g., classrooms, vocation, indoor dining, transportation) must be structured to allow for option of 6-foot distancing for students who choose to distance.

Close Contact Exposure, Isolation, and Diagnostic Testing	
	Action
Close Contact Exposure (CCE) *(See below for considerations for non-residential students)*	A student who is identified as a close contact exposure to a person with COVID-19, <mark>must</mark> be assessed as soon as possible to determine if they have any symptoms of COVID-19. - If symptoms: see "Student with Symptoms of COVID-19." - If no symptoms: test using a point-of-care nucleic acid amplification test (Abbott ID Now); if negative, instruct the individual that they must wear a well-fitting mask (e.g., N95) when they are indoors and around others for 10 full days after the last close contact with someone with COVID-19. If student remains asymptomatic, test on Day 5 using point-of-care nucleic acid amplification test (Abbott ID Now). Residential students who share a room should be moved to a single room, if possible. Remind students to immediately report onset of any symptoms of COVID-19. If symptoms develop, test using a point-of-care nucleic acid amplification test (NAAT) as soon as possible. **If positive at any time, move to isolation.**

Close Contact Exposure, Isolation, and Diagnostic Testing	
	Action
Student with Symptoms of COVID-19	A student with any symptoms of COVID-19 <mark>must</mark> be isolated and provided an antigen test as soon as possible. If the test is positive, the student is placed in isolation. If the test is negative, perform a confirmatory nucleic acid amplification test (NAAT) using the Abbott ID Now. If positive, place in isolation. If negative, end isolation. A student testing positive for COVID-19 <mark>must</mark> be assessed to determine if antiviral medication is indicated to reduce risk of severe COVID-19 disease.

Ending Isolation for Confirmed COVID-19	A student with COVID-19 <mark>must</mark> isolate from others in an isolation room. Students with confirmed COVID-19 may be housed together.
	
	Ending isolation:
	
	• Conduct antigen test **on Day 5**[1] (if available)[2] if student is asymptomatic or symptoms are improving/student has been fever-free for at least 24 hours (without the use of fever-reducing medication)
	    ○ If negative, release from isolation.
	    ○ If positive, repeat antigen test every 48 hours until the student receives a negative test. The student may then be released from isolation.
	• Do not conduct antigen test on Day 5 if the individual continues to have a fever or symptoms have not improved. Wait until the individual is fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved. If student meets these criteria prior to Day 10, conduct an antigen test prior to release.
	• If the person has a weakened immune system or was moderately/very sick (symptoms affecting lungs such as shortness of breath or difficulty breathing or required hospitalization) they <mark>must</mark> isolate for at least 10 days. A medical provider <mark>must</mark> be contacted prior to ending isolation.
	
	After release from isolation:
	
	• Individuals <mark>must</mark> wear a well-fitting mask until Day 10 when indoors while around others.
	• If possible, residential students should wear a mask in the dormitory if roommates are present or move to a single room.

[1] Day 0 is the day symptoms started (if symptomatic) or the day of the positive test (if asymptomatic). Test 5 full days after day 0.

[2] PCR/NAAT tests are not appropriate to use for release from isolation.

Close Contact Exposure, Isolation, and Diagnostic Testing	
	Action
Non-Residential Student Isolation Special Considerations	If a non-residential student develops symptoms consistent with COVID-19 or tests positive for COVID-19 while on center, the student will be immediately isolated on center until transportation is arranged. Public transportation will not be used. Center staff will advise the student on safety precautions and options for at-home isolation. Follow CDC isolation guidelines as detailed in the *Isolation* section above.

Reporting Positive Test Results, Contact Tracing and Outbreak Response	
	Action
Reporting Positive COVID-19 Test Results	The Center Director, Health and Wellness Director, and Infectious Disease Response Committee must be notified of each staff and student positive COVID-19 test. The center must provide initial notification of a positive COVID-19 test within 12 hours. This notification must be sent to the center's assigned COR, Regional Director, corporate office, and Humanitas Nurse Specialist via text, email, **or** telephone. The center must file an initial Significant Incident Report (SIR) within 24 hours for each positive COVID-19 case. Required information to be included in the SIR is outlined in Exhibit B. Designated staff must notify a minor student's parent/guardian of their COVID-19 diagnosis within 24 hours. Centers are **NOT** required to send COVID-19 Notification Letters to all staff and students. Forward all media and congressional requests to the Regional Director.
Contact Tracing and Notification	Staff member(s), including at least one member of the Health and Wellness Staff, must receive training on contact tracing and retain proof of training. The Infectious Disease Response (IDR) Committee must promptly identify close contact exposures when a staff or student reports a COVID-19 confirmed case. Designated staff must notify close contacts regarding their exposure. Educate close contacts on post-exposure procedures. Ensure all Personally Identifiable Information (PII) is kept confidential.

	==Center staff must notify staff responsible for cleaning and disinfecting an area used by a person with a confirmed case so they can safely fulfil their responsibilities for cleaning and disinfecting exposed areas.==
Outbreak Response	The center must respond to COVID-19 outbreaks on center, including consultation with the Regional Director and implementing additional COVID-19 mitigation measures including, but not limited to, enhanced distancing, expanded testing, and mandatory mask wearing.

Screening for COVID-19 Through Testing and Health Checks			
	Low Community Level	**Medium Community Level**	**High Community Level**
Student Screening Testing	Not required	Not routinely required. May consider implementing screening testing during high-risk times (e.g., during an outbreak, after winter breaks). Screening testing ==must== not be based on vaccination status.	Not routinely required. May consider implementing screening testing during high-risk times (e.g., during an outbreak, after winter break). Screening testing ==must== not be based on vaccination status.
Health Checks	Center operators are responsible for ensuring all students on a daily basis complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). Job Corps centers will use this information to assess the individual's risk level and determine whether the individual ==must== be tested for COVID-19, follow guidance for individuals with a CCE, or isolate on or off-campus.		
New Arrival Student Assessment	New arrival students must receive an assessment, including screening for symptoms of COVID-19 and review to determine if they had a potential for close contact exposure to COVID-19 prior to arrival on center. Follow appropriate measures if assessment identifies that the student has symptoms or a potential CCE.		

Cleaning, Disinfection, Ventilation, and Transportation	
Ventilation	The center will follow CDC's guidance for [Ventilation in Buildings | CDC including](#), but not limited to, opening outdoor air dampers beyond minimum settings, opening windows and doors when weather conditions allow, using fans as appropriate, ensuring ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space, and air filtration.
Cleaning and Disinfection	The center will follow CDC's guidance for [Cleaning and Disinfecting Your Facility | CDC](#) including but not limited to: • Clean high-touch surfaces at least once a day • Disinfect after someone with COVID-19 has been in facility • Clean more frequently and disinfect when there are high community levels • Use [U.S. Environmental Protection Agency (EPA)'s List N disinfectants](#)
Transportation	The center will ensure cleanliness of vehicles and protocols to support the ability to physical distance in accordance with *Classroom, Vocation, Dining, Transportation, and Other Structured Activity Set Up* section above. Ensure access to masks for drivers and passengers.

Off-Center Activities	
	Action
Leave/PTO (residential students)	Students may be granted leave/PTO unless they have symptoms consistent with COVID-19, have tested positive for COVID-19, are waiting for the results of a COVID-19 test. Upon return from leave/PTO, all students must receive an assessment, including screening for symptoms of COVID-19 and review to determine if they had a potential for close contact exposure to COVID-19 while off center. Follow appropriate measures if assessment identifies that the student has symptoms or a potential CCE.
Recreation Trips	Recreation trips allowed. No Regional Office approval required.
Work-Based Learning	No restrictions.
Leisure-Time Employment	No restrictions.

Administrative	
COVID-19 Protocol	**Action**
Communication and Education	The center must communicate COVID-19 education and prevention information, including but not limited to, benefits of masking, distancing, symptom monitoring, and vaccination to reduce risk of spread. Center must educate new arrival students on the center COVID-19 protocols and procedures. The center must ensure rapid communication of CDC COVID-19 Community Levels Low, Medium, and High and associated procedural changes. The center will use HIPAA-compliant platforms for tele-health visits and education, as needed.
COVID-19 Test Reporting	The center must complete an SIR report for each positive COVID-19 case as per Information Notice 20-02 Updated Checklist Tool for Center Directors when a Staff Member or Student Tests Positive for Coronavirus (COVID-19). The draft SIR submission no longer needs to be approved by the Regional Director; however, the incident and corresponding COVID checklist must still be sent to the Regional Director, COR and the Health Support Contractor prior to submission of the SIR. The center must use the COVID-19 Test Codes in the Laboratory Information System (LIS) as communicated via JCDC Notice.
Pandemic Plan	The center must review and revise, annually and or more frequently if guidance changes, the center's pandemic plan. The center's Pandemic Plan must include separate sections for COVID-19, influenza, other infectious disease, and future pandemic planning.
Inventory	The center must ensure adequate inventory and resupply capability of Personal Protective Equipment (PPE) in accordance with *Job Corps PIN 19-18, Projected Annual Personal Protective Equipment (PPE) Needs for Job Corps Health Staff*. The center must have adequate inventory of the other health and safety related items such as pulse oximeters, infrared forehead thermometers, O2 tanks and tubing with refill contracts, etc. The center must have adequate soap, hand sanitizer, paper towels, and cleaning supply refills.

Reasonable Accommodation	
COVID-19 Protocol	**Action**
Reasonable Accommodation	The center must continue to follow existing program policies on providing reasonable accommodations for individuals unable to comply with COVID-19 policy requirements due to disability and/or religious belief, practice, or observance.

Reasonable Accommodation	
COVID-19 Protocol	**Action**
	The center must ensure that any individuals seeking exemptions from COVID-19 safety requirements due to pregnancy, childbirth, or related medical conditions, including childbearing capacity, are not discriminated against compared to others similar in their ability or inability to work or participate in Job Corps. Thus, to the extent that reasonable accommodations or modifications are provided for other similarly situated students or staff members, a pregnant student or staff member may also be entitled to accommodation or modification.

Exhibit A: Definitions

Definitions	
Term	**Definition**
Up-to-date vaccinated	A student is up to date if they: • have completed primary series and are not yet eligible for booster • have received 1 booster and are not recommended for second booster • have received 1 booster and are not yet eligible for second booster Examples: A student completed the Pfizer or Moderna primary series and • is within 2 weeks to < 5 months after second dose of primary series • received 1 booster at least 5 months after the final dose of primary series A student completed the Johnson and Johnson single dose primary and • is within 2 weeks to < 2 months after single dose of J&J vaccine • received 1 booster, preferably of either Pfizer or Moderna, at least 2 months after dose • if > 2 months after single dose of J&J and no booster, they are fully vaccinated but NOT up to date Note: People ages 18 through 49 years who received a J&J/Janssen COVID-19 vaccine for both their primary dose and booster can choose to get a 2nd booster of either Pfizer-BioNTech or Moderna COVID-19 vaccine at least 4 months after their 1st booster. The 2nd booster is not required to be considered up to date for people ages 18 through 49 years who got a J&J/Janssen COVID-19 vaccine for both their primary dose and 1st booster.
Fully vaccinated	A person is fully vaccinated 2 weeks after completing their primary vaccination series. This includes: • 2 doses of Pfizer or Moderna • 1 dose of Johnson & Johnson Note: A person is considered both fully vaccinated and up to date after completing primary series until they become eligible for a booster dose.
Close contact exposure	A person is a close contact if they are less than 6 feet away from someone with confirmed or suspected COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period, starting 2 days before the infected person developed symptoms, or the date they were tested if they do not have symptoms, until they started isolation
Day 0	• Day 0 is the day a symptomatic person started to show symptoms or the day an asymptomatic person tested positive for COVID-19. • The first full day of symptoms (after day 0) is considered "day 1."

Exhibit B: Required Elements of a COVID-19 Significant Incident Report (SIR)

The following must be included in every COVID-19-related SIR:

1. For student positives: Include the student's name with his or her student ID number and age (i.e., minor or adult). For staff positives: Only include the staff member's job title and/or position at the center;

2. The date the person was last on the center;

3. The number of staff and student close contact exposures (defined by the CDC as being within 6 feet for 15 or more minutes over 24 hours);

4. Health status the of staff or student;

5. Current location of the staff or student;

6. Date of symptom onset (if applicable);

7. Date and/or time tested;

8. Reason for the test;

9. Whether the test was administered on- or off-campus;

10. Date and time the COVID-19 confirmed positive test result was received by or reported to the center; and

11. Source and date of the exposure (if known).