**Job Corps Draft Plan Template**

| **Mask Wearing** | |
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| **COVID-19 Protocol** | **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.](https://www.dol.gov/coronavirus/masking)  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](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html?msclkid=a3837a0faba211eca7c4edc58c824127) [Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html?msclkid=a3837a0faba211eca7c4edc58c824127). |
| **Mask Wearing—After Exposure or Confirmed COVID-19** | All Job Corps students with COVID-19 who have completed at least 5 days of isolation should 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 should wear a well-fitting mask around other people for 10 days after their last close contact. (See quarantine and isolation section below for details.) |
| **Center Plan:**  Center will follow actions outlined above. Additionally:   * [Provide details of how mask Health and Wellness Center mask requirements will be communicated and operationalized (e.g., signage). | |

| **Physical/Social Distancing** | | |
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| **COVID-19 Protocol** | **Not Up to Date on COVID-19 Vaccination** | **Up to Date on COVID-19 Vaccination** |
| **Physical/Social Distancing** | Six-foot distancing strongly recommended indoors.  Health and Wellness staff provide counseling to all students who are not up to date on COVID-19 vaccinations to mitigate risk and encourage vaccination. | Physical distancing optional.  Health and Wellness staff provide counseling to [high-risk](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-care/underlyingconditions.html) students to mitigate risk. |
| **Classroom, Vocation, Dining, Transportation and Other Structured Activity Set Up** | 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. | |
| **Center Plan:**  Center will follow actions outlined above. Additionally:   * [Explain how classrooms, vocations, and dining establishments will be structured to allow students to allow for physical distancing options. Consider center student vaccination rate and student input and ongoing assessment of physical distancing needs.] * [Describe other strategies (e.g., use of cohorts, additional dining room hours) that will support structures allowing for distancing as needed.] * {Explain Health and Wellness plan to monitor and counsel students who are at high risk of COVID-19 adverse outcomes and students who are not up to date on COVID-19 vaccination.] | | |

| **Quarantine, Isolation, and Diagnostic Testing by Vaccination Status** | | |
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| **COVID-19 Protocol** | **Not Up to Date on COVID-19 Vaccines** | **Up to Date on COVID-19 Vaccines** |
| **Quarantine after Close Contact Exposure (CCE)**[[1]](#footnote-2)  *(See below for considerations for non-residential students)* | [Individuals must quarantine](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#quarantine) for at least 5 full days[[2]](#footnote-3) and watch for symptoms until 10 days after the last close contact with someone with COVID-19.  All individuals with a CCE must wear a [well-fitting mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html) for 10 full days anytime they are around others. If possible, residential students should wear a mask in the dormitory if roommates are present or move to a single room. | Individuals do not quarantine unless they develop symptoms.  All individuals with a CCE must wear a [well-fitting mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html) for 10 full days after the last close contact with someone with COVID-19 anytime they are around others. If possible, residential students should wear a mask in the dormitory if roommates are present or move to a single room. |
| **Testing After CCE[[3]](#footnote-4)**  *(See below for considerations for non-residential students)* | Test using a point-of-care nucleic acid amplification test (NAAT) as soon as identified as being a CCE.  If initial test negative, place in quarantine.  Repeat test at least 5 days after last exposure. If again negative, release from quarantine.  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. | Test using a point-of-care nucleic acid amplification test (NAAT) as soon as identified as being a CCE and at least 5 days after exposure.  If symptoms develop, test using a point-of-care nucleic acid amplification test (NAAT) as soon as possible.  If positive, move to isolation. |
| **Considerations for Non-Residential Students after a CCE (Quarantine and Testing)** | Non-residential students with an identified CCE must not report to center and must notify the center’s Health and Wellness staff of the CCE.  Follow *Testing After CCE and Quarantine after Close Contact Exposure*guidance above.  Non-residential students must be tested for COVID-19, either on center or in the community. Students may return to center if the day 5 test result is negative. All individuals with a CCE must wear a [well-fitting mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html) for 10 full days anytime they are around others.  Follow isolation procedures at home if the result is positive. | Non-residential students may report to center and must notify the center’s Health and Wellness staff of the CCE.  Follow *Testing After CCE and Quarantine after Close Contact Exposure*guidance above.  Non-residential students must receive COVID-19 testing, either on center or in the community. All individuals with a CCE must wear a [well-fitting mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html) for 10 full days anytime they are around others.  Follow isolation procedures at home if the result is positive. |
| **COVID-19 Testing for Symptomatic Individuals** | When a student exhibits symptoms of COVID-19, they are isolated and provided a point-of-care nucleic acid amplification test (NAAT) COVID-19 test as soon as possible. Non-residential students must be tested for COVID-19 either on center or in the community. | |
| **Isolation After Confirmed COVID-19** | * 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) conduct an antigen test on day 5[[4]](#footnote-5) (if available)[[5]](#footnote-6) and:   + If negative, release from isolation. Individuals must wear a well-fitting mask until day 10. If possible, residential students should wear a mask in the dormitory if roommates are present or move to a single room.   + If positive, isolate until day 10. Release on day 10. * If the individual continues to have a fever or other symptoms have not improved after 5 days of isolation, wait to end isolation until 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)** isolate for at least 10 days. A medical provider should be contacted prior to ending isolation. | |
| **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. | |
| **Center Plan:**  Center will follow actions outlined above. Additionally:  **Quarantine and Isolation Space**   * The center has [insert number] single-occupancy quarantine rooms, located in [specify dorm(s)]. [Insert additional logistical information, e.g., shared bathroom space.] * The center has [insert number] isolation beds, located in [specify dorm(s)]. [Insert additional logistical information, e.g., shared bathroom space.] * [Describe quarantine and isolation overflow plans in the event of an outbreak impacting a large percentage of the student population.]   **Quarantine and Isolation Procedures**   * [Describe measures to reduce the physical and mental burden of quarantine and isolation (e.g., time outdoors, online activities, arts and crafts). * [Describe how your center will assess and respond to the emotional health needs of students in isolation or quarantine (e.g., the Daily Emotional Wellness Questionnaire, phone check-ins, etc.).] * Prior to entering a quarantine room, staff take the follow precautions: [detail PPE requirements and additional precautions]. * The following process is followed for food delivery: [outline process] * The center offers students in quarantine and isolation learning options via [describe virtual learning]. * During isolation and quarantine, health and wellness services will be provided [describe service delivery].   **Testing Procedures**   * [Describe any center policies related to location of testing, precautions, etc.] * [Describe center’s procedure for COVID-19 testing for non-residential students after a CCE or when they become symptomatic off center.] | | |

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| **Contact Tracing and Outbreak Response** | |
| **COVID-19 Protocol** | **Action** |
| **Contact Tracing** | 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 implement case investigation and contact tracing when a staff or student reports a COVID-19 confirmed case. If an individual who tests positive for COVID-19 has been on center within 48 hours of their symptom onset or specimen collection for a positive test (if asymptomatic) identify close contact exposures (See Q*uarantining After Close Contact Exposure (CCE) & Testing After CCE section for additional guidance).*  If a student has not been off center within 7 days prior to symptom onset or positive test (if asymptomatic), source investigation must be conducted. |
| **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. |
| **Center Plan:**  Center will follow actions outlined above. Additionally:   * [List job titles of individuals in Health and Wellness and other staff members] has/have received contact tracing training on [date]. [Indicate name(s) of training.] * [Detail plan to respond to outbreak on center, including consultation with Regional Director, quarantine, enhanced distancing, mask wearing, etc.] | |

| **Screening for COVID-19 Through Testing and Health Checks** | | | |
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| **COVID-19 Protocol** | **Low Community Level** | **Medium Community Level** | **High Community Level** |
| **Student Screening Testing[[6]](#footnote-7)** | Not required | **Fully vaccinated against COVID-19:** Not required | **Fully vaccinated against COVID-19:** Not required |
| **Not fully vaccinated against COVID-19:** Weekly antigen screening testing required | **Not fully vaccinated against COVID-19:** Weekly antigen screening testing required |
| **COVID-19 testing on Day of Entry to Job Corps** | Test all new students with an antigen test on entry. If positive, confirm using NAAT test. | | |
| **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 should be tested for COVID-19, quarantine, or isolate on or off-campus. | | |
| **Center Plan:**  Center will follow actions outlined above. Additionally:  [Describe process for weekly COVID-19 screening testing for students who are not fully vaccinated in locations with a medium or high community level.]  [Describe the entry testing logistics.]  [Describe center procedures for conducting health checks, including responding to affirmative responses.] | | | |

| **Cleaning, Disinfection, Ventilation, and Transportation** | |
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| **Ventilation** | The center will follow CDC’s guidance for IHE’s [Maintaining Healthy Environments](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html?msclkid=99295c8fb05911ec8e4cdee5b07279c7#anchor_1643909594747) 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 Disinfection](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html?msclkid=99295c8fb05911ec8e4cdee5b07279c7#anchor_1643911095938), 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](https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19) |
| **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. |
| **Center Plan:**  Center will follow actions outlined above. Additionally:   * [Specify plan to ensure adequate ventilation on center.] * [Specify cleaning plan, including when staff will clean, when staff will disinfect, cleaning of high-touch services and shared objects, and management of areas where a person with COVID-19 has been.] * [Specify plan for ensuring cleanliness of vehicles, distancing, and mask wearing.] | |

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| **COVID-19 Vaccination** | |
| **COVID-19 Protocol** | **Action** |
| **COVID-19 Vaccination Data Collection** | Centers must track vaccination status of students, including collecting data to determine those who are up to date with vaccination and entering student COVID-19 vaccination data into the CIS Health e-folder.  The center must use *Attachment A: Student COVID-19 Vaccine Certification, Authorizations, and Acknowledgements and Testing Consent*.  The center must ensure that vaccination data uploaded into CIS is current. |
| **COVID-19 Vaccination** | The center must promote COVID-19 vaccination.  The center must arrange logistics for 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, center staff must inform them that they must follow requirements for those who are unvaccinated. Educate student that they may change their mind at any time.  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. |
| **Center Plan:**  Center will follow actions outlined above. Additionally:   * [Detail tracking system for student vaccinations and boosters.] * The center will ensure vaccine data uploaded into CIS is current by [insert strategies to ensure adequate record keeping]. * The center promotes COVID-19 vaccination by: [list strategies center employs to promote vaccination]. | |

| **Off-Center Activities** | |
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| **COVID-19 Protocol** | **Actions** |
| **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, or are advised to quarantine as outlined in [CDC’s Travel Guidance](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html?msclkid=6ec06b27b42711ec9598136400344353).  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.  Consider testing returning students with an antigen test if the student’s travel involved situations with greater risk of exposure such as being in crowded places while not wearing a well-fitting mask or respirator. |
| **Recreation Trips** | Recreation trips allowed. No Regional Office approval required. |
| **Work-Based Learning** | No restrictions. |
| **Leisure-Time Employment** | No restrictions. |
| **Center Plan:**  Center will follow actions outlined above. Additionally:   * [Describe process for assessing students upon return from leave.] | |

| **Administrative** | |
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| **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](https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html) 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. |
| **Center Plan:**  Center will follow actions outlined above. Additionally:   * Specify plans to educate new students on center COVID-19 risk reduction, vaccination, and center policy and procedures * The center will ongoing communicate information to students through the following means:   Regularly scheduled meetings, such as [specify meeting name(s)].  Electronic communications including [specify mechanism].  Signage will be posted at designated locations [specify where] around center to indicate COVID-19 Community Level.  Other means, including [specify].   * The center will use HIPAA-compliant medical platforms for tele-health visits and education, as needed. The center is equipped with [specify platform]. * The center will maintain the following PPE. [Calculate required PPE by double clicking table below and entering contracted center size.] | |

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| **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.  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. |
| **Center Plan:**  Center will follow actions outlined above. Additionally:   * [Specify plan for Disability Coordinator to address these requirements.] | |

1. No quarantine is required if the person has a confirmed COVID-19 infection in the last 90 days, regardless of vaccination status. Follow guidance provided for people who are up to date on their vaccinations in this instance. [↑](#footnote-ref-2)
2. Day 0 is the day of the last exposure an individual had to someone with COVID-19. Quarantine for 5 full days after day 0. [↑](#footnote-ref-3)
3. Students who have had documented COVID-19 within the last 90 days do not test if asymptomatic. Only test if symptoms of COVID-19 develop. [↑](#footnote-ref-4)
4. 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. [↑](#footnote-ref-5)
5. PCR/NAAT tests are not appropriate to use for release from isolation. [↑](#footnote-ref-6)
6. Testing is not recommended for anyone with a documented COVID-19 infection within the last 90 days unless they are experiencing symptoms of COVID-19. Waive screening and CCE testing in these instances. [↑](#footnote-ref-7)