



October 13, 2023

**DIRECTIVE:      JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-17**

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:            Ending of COVID-19 State of Emergency and Updating Job Corps  
                          Procedures (ERRATA SHEET)

1. Purpose. This Errata Sheet revises the current Job Aid to accurately reflect Job Corps policies and procedures to handle COVID-19 cases on centers consistent with the latest Centers for Disease Control and Prevention (CDC) guidance.
2. Explanation of Changes. The summary of changes is found below:

#### **Isolation for those with COVID-19**

- Centers **may** continue to maintain isolation rooms for students who test positive for COVID-19—as capacity allows—but it is not required. Students with confirmed COVID-19 may be housed together. When center On-Board Strength no longer allows for designated isolation rooms, students with COVID-19 may be isolated in their dormitory rooms or another space. The Office of Job Corps recommends engaging the student with COVID-19 and their roommates in rooming decisions (e.g., ask students if they want to stay in their current dormitory or temporarily move rooms until their roommate is no longer contagious).

#### **Reporting, Contact Tracing, and Outbreak Response**

- Significant Incident Reports (SIRs) are no longer required for each COVID-19 case. Centers must complete an SIR if 10 percent or greater of the center’s on-board strength has COVID-19 and/or flu-like symptoms within a 7-day timeframe.

- Centers must track weekly COVID-19 case counts and close contact exposure counts for staff and students and report these counts on the Health and Wellness Staffing Survey.
- Centers no longer need to submit ECOMP documentation for each student who tests positive for COVID. Per the updated [OWCP guidance](#), a CA-2 (or CA-1) should be filed if the student is separated from the program due to COVID-19, or the student requests a workers' compensation claim be filed on their behalf due to illness/injury from COVID-19.

### **Vaccinations**

- Job Corps center operators must continue to provide education on the safety and effectiveness of COVID-19 vaccination and must follow [Clinical Guidance for COVID-19 Vaccination | CDC](#). COVID-19 vaccinations should be promoted and supported in the same manner as the seasonal influenza vaccination.
3. Effective Date. Immediately.
  4. Inquiries. Inquiries should be directed to Lesley Nesmith or [Nesmith.Lesley@dol.gov](mailto:Nesmith.Lesley@dol.gov).
  5. PRH Website Access. This Errata Sheet and revised Job Aid found in **PIN 22-17 *Ending of COVID-19 State of Emergency and Updating Job Corps Procedures*** are available within 24-48 hours of this notice on the PRH Website at <https://prh.jobcorps.gov>.