



MAR 16 2020

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 19-14
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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 JOB CORPS CENTERS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
 ALL CENTER USERS

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

A handwritten signature in blue ink, appearing to read "Debra A. Carr", written over a circular stamp or seal.

SUBJECT: Spring Break March 16 through April 14, 2020

1. Purpose. To provide the dates for a Spring Break beginning March 16, 2020.
2. Background. Job Corps is establishing a spring break for all Job Corps centers in light of recent COVID-19 concerns and the Center for Disease Control (CDC) guidelines. Job Corps continues to communicate with contactors and other stakeholders, monitor the activities of the state and local jurisdictions regarding school closures and other COVID-19 related activities, and review CDC guidance on responding to COVID-19 in school settings.

According to CDC information, in general, there is a role for a few days of school closure in response to school-based cases of COVID-19 for decontamination and contact tracing, and in response to significant absenteeism of staff and students for a short to medium period of 2-4 weeks of closure. See <https://www.cdc.gov/coronavirus/2019-ncov/downloads/considerations-for-school-closure.pdf>. The CDC also reports that closures are used as part of a larger community mitigation strategy where there is a substantial spread of disease in a community, and center closures of medium to long length, i.e., 4-8 weeks or more of closure, would be appropriate in these instances. Substantial community spread is defined by the CDC as large scale community transmission, health care staffing significantly impacted, multiple cases within communal settings.

3. Action. Effective immediately, student arrivals at Job Corps centers will cease, and all off campus student activity is suspended.

Public schools, and colleges and universities in many jurisdictions have spring break. These breaks, in most cases, were extended as a result for COVID-19. Job Corps has no spring break provision. Therefore, effective immediately, Job Corps is establishing a mandatory spring break for all contract and Forest Service operated Job Corps centers. There are no confirmed cases of COVID-19 in any Job Corps center at this time and, therefore, no evidence of substantial community spread of COVID-19 within the Job Corps community. Nonetheless, Job Corps is directing centers to use the period between March 16 and April 14, 2020, to clean, sanitize, and otherwise maintain the facilities. As is the custom with winter break in Job Corps, centers and their staff may also use this time for staff development and enrichment. Outreach and admissions providers may continue operating (e.g., following new leads, keeping existing leads warm, creating recruitment strategies, networking by phone, etc.) but without face-to-face prospect, applicant, or enrollee contact. However, no new arrivals will be accepted at centers until after spring break.

Centers will provide students at centers with transportation to their home of record or alternate destination, and homeless students will be retained at the center. Center personnel should work with local authorities to arrange other living arrangements for these students. If these arrangements cannot be made, students will remain at the Job Corps center. Centers must follow their policies for pandemic flu, as updated for COVID-19, for releasing and transporting students. Students are not allowed to return to the center before being notified to do so.

Students will be given paid leave. New codes will be established in the Job Corps Data System for reporting purposes.

Center Directors should ensure that staff use existing workplace flexibilities such as online and telework opportunities.

Center Directors are to ensure this Program Instruction Notice is distributed to all appropriate staff.

4. Expiration Date. Until rescinded.
5. Inquiries. Inquiries should be directed to the appropriate Job Corps Regional Director.