



April 29, 2020

**DIRECTIVES:           JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 19-18**

**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 CENTER DIRECTORS

**FROM:**             DEBRA CARR Digitally signed by DEBRA CARR  
Date: 2020.04.29 10:47:09 -04'00'  
                          Acting National Director  
                          Office of Job Corps

**SUBJECT:**           Projected Annual Personal Protective Equipment (PPE) Needs for Job Corps Health Staff

1. Purpose. To provide estimates for annual medical and oral health PPE needs for health staff once Job Corps transitions from virtual operating status and students return to the centers.
2. Background. Job Corps’ spring break, put in place in response to the threat of coronavirus (COVID-19), ends May 10, 2020. Thereafter, students will resume academic and skills training using distance learning until centers begin reopening. As of yet, there is no specific date by which Job Corps will reopen centers. Reopening centers will require planning that seeks to ensure students and staff are healthy and includes, for example, a consideration of state and local laws and ordinances (e.g., shelter-in-place, reopening status, use of face coverings, etc.), advice and guidance from the Centers for Disease Control and Prevention (CDC), the availability of needed medical supplies, transportation logistics, and center location, size and medical and other staffing.

At Job Corps’ request, Humanitas developed and provided the following estimated projected annual needs for PPE at Job Corps centers once students return to the centers.<sup>1</sup> These estimates are based on fifty weeks per year due to the two-week winter break. It also captures the seasonality of infections and pertain only to health staff. The projections address general medical and oral health needs, as well as needs based on a potential outbreak of respiratory infection (COVID-19 or influenza). The projections are based on the assumptions below:

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<sup>1</sup> Developed in April 2020, the estimates for medical staff needs for PPE were provided by John Kulig, MD, Lead Medical Specialist, with input from Shannon Bentley, RN, and Melissa Cusey, RN, Regional Nurse Specialists. The estimates for oral health staff needs for PPE were provided by Pam Alston, DDS, Lead Oral Health Specialist.

- Twenty-five percent of the students would be infected with a respiratory illness;
- Infected students will leave the center within 24 hours to recover at home;
- Infected homeless students (1 percent of onboard strength (OBS)) are isolated on center in Wellness or dorm rooms for a minimum of 14 days; and
- Staff may be required to maintain social distancing and wear cloth masks for an unknown duration to follow public health recommendations during an outbreak.

The projections not only address an outbreak of respiratory infection on center, but also include routine use of gloves for physical and oral examinations, procedures including oral health and oral hygiene procedures, blood drawing, processing urine specimens, immunizations, and cleaning biohazards.

Hand sanitizers and topical disinfectants are not addressed in this document.

3. Action. Centers must take steps to ensure that medical and oral health staff have sufficient PPE once students return and may use the following estimated projected annual needs as guidelines. These projected needs should be incorporated into centers' general health and wellness programs, and pandemic planning.

#### **Estimated PPE Needs by OBS**

<b>Center size</b>	<b>Gowns</b>	<b>Gloves</b>	<b>N95 masks</b>	<b>Face shields</b>
<b>100</b>	902	4,504	302	226
<b>200</b>	1,804	9,008	604	452
<b>300</b>	2,706	13,512	906	678
<b>400</b>	3,608	18,016	1,208	904
<b>500</b>	4,510	22,520	1,510	1,130
<b>600</b>	5,412	27,024	1,812	1,356
<b>700</b>	6,314	31,528	2,114	1,582
<b>800</b>	7,216	36,032	2,416	1,808
<b>900</b>	8,118	40,536	2,718	2,034
<b>1000</b>	9,020	45,040	3,020	2,260
<b>1500</b>	13,530	67,560	4,530	3,390

<b>Totals based upon National OBS</b>				
<b>35,000</b>	315,700	1,576,400	105,700	79,100

The quantity calculations are based on the below additional medical and oral health assumptions.

#### **Medical Assumptions**

- New arrivals, estimated at 3 percent of OBS per week, will require health staff to use a pair of gloves for physical exam, blood drawing, urine specimen collection, lab specimen processing and immunizations. Thus, 3 percent of 100 OBS = 3 students x 10 pairs of gloves x 50 weeks = 1,500 pairs of gloves.
- An estimate that 200 pairs of gloves per 100 OBS will be used to clean up biohazard spills and/or bloodborne pathogens.

- An estimate that 25 percent of the student population will exhibit symptoms of an outbreak associated with a respiratory infection. Of those who exhibit symptoms, 24 students would need care in isolation for 12-24 hours before returning home to recuperate and one homeless student would remain on center in isolation for at least 14 days.
  - A kit of all four PPE items would be needed for use by two clinicians per day with one exchange for each ill student (a kit of PPE items=1 gown, 2 gloves, 1 N95 mask, 1 face shield). Thus,  $24 \text{ [students returned home]} \times 4 \text{ [2 clinicians/day} \times 1 \text{ PPE change]} \times 1 \text{ [day on center]} = 96$ ) +  $(1 \text{ [homeless student]} \times 4 \text{ [2 clinicians/day} \times 1 \text{ PPE change]} \times 14 \text{ [days on center]} = 56)$  for a total of 152 kits.
- Face shields and goggles are used for an entire day. Goggles require disinfecting before reuse.

### **Oral Health Assumptions**

- New arrivals will require health staff to wear a pair of gloves when performing Dental Readiness Inspections.
- An estimate that 24 pairs of gloves per 100 OBS per week will be used for oral health encounters with the center dentist and/or dental assistant team and six gloves for the dental hygiene encounters.
- An estimate that 18 pairs of gloves per 100 OBS per week will be used to disinfect dental operatories after student encounters with the center dentist and/or dental assistant team and the dental hygienist.
- An estimate that 15 masks per 100 OBS per week will be used for 6 encounters with the dentist/dental assistant team, 3 encounters with the dental hygienist, and Dental Readiness Inspections. Further, that facial shields will cover the masks.
- Face shields and goggles may be used for an entire day disinfecting after encounters.
- An estimate that 3 gowns per 100 OBS per week will be needed. Gowns may be worn the whole session by the dentist, dental assistant, and dental hygienist unless they become visibly contaminated and must be changed.

If a COVID-19 outbreak were to occur on center, routine oral health services would be suspended, and oral health PPE would be diverted to medical staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to the respective Regional Directors.