



DIRECTIVES: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 20-08

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL USDA FOREST SERVICE CENTER DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS CENTER STAFF
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH AND ADMISSIONS CONTRACTORS
ALL CAREER TRANSITION SERVICES CONTRACTORS

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

SUBJECT: Job Corps Center Resumption of Physical Center Operations
Checklist for COVID-19

1. Purpose. To issue the *Job Corps Center Resumption of Physical Center Operations Checklist for COVID-19 (Plan Checklist)* establishing the requirement that each center has an approved *Resumption of Physical Center Operations Plan (Center Plan)* and supporting information.
2. Background. Job Corps issued Program Instruction Notice (PIN) 19-14, *Spring Break March 16 through April 14, 2020*, establishing a mandatory spring break in response to the COVID-19 threat. This break was extended to May 10, 2020 by PIN 19-15, *Spring Break Extension*. Job Corps centers then transitioned to virtual operating status on May 11, 2020 as outlined in PIN 19-17, *Transition from Spring Break to Virtual Operating Status for COVID-19*, and students engaged in distance learning. Several other PINs provided guidance on aspects of distance learning, including PIN 20-04, *Providing Online and Correspondence Distance Learning*, that instructed centers on the content of their distance learning plans.

To prepare for resuming physical center operations and returning Job Corps students to their respective centers in the fall of 2020, Job Corps centers are required to submit, for approval by Job Corps, center-specific *Center Plans*, proposed budgets, their target dates for transitioning to on-campus operations, and the size and number of student cohorts returning to each center. Centers must base the number and size of their cohorts on their actual onboard strength at the time they developed their plans. These center plans must implement the health precautions Job Corps requires in its *Plan Checklist*.

Job Corps' *Plan Checklist* sets the standards and expectations for resuming on-campus operations. The *Plan Checklist* for center operators reflects the advice of the Centers for Disease Control and Prevention (CDC),¹ Occupational Safety and Health Administration (OSHA),² and Humanitas (Job Corps' medical consultant). The *Plan Checklist* also reflects the thoughts and feedback from Job Corps' stakeholders. Job Corps held weekly calls for all center operators and national training contractors on resuming operations and a range of other issues, and Job Corps' contractors were provided the opportunity to submit their thoughts on an early draft of the PIN's *Plan Checklist*. Center operators have already developed draft *Center Plans* and many have already submitted them to Job Corps' regional offices.

3. Action. Job Corps centers should prepare to have initial cohorts of students return to centers in the month of October 2020, assuming that each center has an approved *Center Plan* and have acceptable levels of risk associated with resuming phased-in operations. Job Corps *Center Plans* are due to regional offices no later than 1 week after the publication of this PIN.

As a part of each center's plan, the center must provide a proposed budget specific to implementing the tasks, and requirements and actions required by the *Plan Checklist* issued by Job Corps. The budget must include any modifications to staffing levels and/or hours, the type and quantities of items needed to prepare the center, the estimated per unit cost of items, and the total estimated cost based on planned quantities of each item. The center must identify the specific requirements and/or actions it believes will increase the costs of center operations (less any savings) and for which the center requests additional funding. In addition to the required plan, the center must provide its proposed target dates for resuming on-campus operations, and the number cohorts and students in each cohort it expects to onboard for each center. The cohort number and size must reflect the center's actual onboard strength at the time the plan was developed.

Each center plan must describe its protocol for student quarantine and isolation, including how it will respond to an increase in individuals with reported COVID-19 symptoms and positive tests that may occur on center or in the local and/or surrounding community. Job Corps will monitor center operations and may direct centers to cease returning students should concerns arise about student safety including, but not limited to, an increase in COVID-19 symptoms and positive COVID-19 tests.

The regional directors are central to ensuring that center plans are promptly reviewed by the Contracting Officer's Representatives (CORs), that there is consistency in the review

¹ Considerations for Institutes of Higher Education (Updated May 30, 2020), <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#operations>; CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again, INTERIM GUIDANCE FOR SCHOOLS AND DAY CAMPS (May 20, 2020), pp. 45-48, <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45> (last accessed September 23, 2020).

² Guidance on Preparing Workplaces for COVID-19, <https://www.osha.gov/Publications/OSHA3990.pdf> (last accessed September 23, 2020).

process, and that reviews with similar facts result in similar outcomes. Job Corps regional CORs will review submitted *Center Plans* and other information. As a part of reviewing center plans and budgets, CORs must consult with medical and other personnel on the sufficiency of center plans, communicate the decision to reject or approve plans to centers, keep a tracking log on the disposition of plans submitted by centers, and support modifications of contracts by the Contracting Officer (CO) that allow centers to spend funds and take other actions needed to resume on-campus operations.

Regional CORs must approve or reject each *Center Plan* no later than 7 calendar days following the plan submission deadline. Approval of a center's plan by the COR means that Job Corps determined that the plan is technically sound based on the *Plan Checklist* and meets Job Corps' needs and objectives. The COR's review of the budget is to ensure the proposed costs are generally in line with other cost estimates reviewed in the region and other information. In some instances, CORs and/or the national office may schedule a site visit to a center prior to the center resuming on-campus operations. The regional director must provide written notice of regional site visits to the national office and submit the results of these site visits in writing within three workdays.

Each center must also submit a written memorandum to the COR, signed by a corporate vice president or someone with an equivalent level of responsibility for center operations, certifying the below items have been successfully completed before the center can be selected to begin returning students.

- The center fully implemented its approved *Center Plan*.
- The center's preparations followed current Centers for Disease Control and Prevention guidance.
- The center consulted with Humanitas on the state of its medical and dental health readiness and no issues or concerns were identified.
- The center coordinated with state and local public health officials and no barriers exist to resuming operations as planned.
- The center coordinated with local medical facilities (*i.e.*, hospitals, Urgent Care clinics) to meet any potential COVID-19 medical needs of the students when they return to the centers.

The CO for each contract will review the center's *Center Plan* and budget from the contracting perspective and is responsible for executing the final contract modification. Centers do not have approval to proceed with contract changes until the CO provides express approval and the modification is completed.

Job Corps' national office will select the centers that are allowed to resume on-campus operations. This selection will be based on the existence of an approved *Center Plan* and budget, the written memorandum signed by a corporate vice president or someone with an equivalent level of responsibility for center operations verifying center readiness and implementation of the *Center Plan*, center size, center location, transportation considerations, infection and death rates in the state or local jurisdiction where the center is located, and, if applicable, the results of any site visits conducted by the Job Corps

regional offices. Job Corps' national office will consider these and other risk factors relevant to assessing the risk associated with returning students to campus. These risk factors include, for example:

- the availability of COVID-19 testing supplies,
- the availability of cleaning and disinfecting supplies,
- the availability of personal protective equipment (PPE),
- the availability of hygiene supplies (e.g., tissue, liquid or foam soap, and hand sanitizer),
- the occupancy rate of rooms set aside for quarantine and isolation of students,
- the commuting radius of center staff,
- center staffing level and/or the numbers of on-campus employee COVID cases,
- the number of student and staff positive tests during the phased resumption of operations,
- the number of new confirmed symptomatic student and staff cases, and
- local hospital admission rates.

Job Corps' national office will establish a national resumption of operations schedule covering Job Corps centers. A center's resumption of operations date on this schedule reflects Job Corps' assessment of the center's risk level. The national schedule will be continuously monitored and revised based on any change that creates an unacceptable level of risk. A center already returning students may be instructed to pause its onboarding activities based on a change in its assessed risk level. Likewise, a center selected to begin student returns may be instructed to postpone that process based on a change in local COVID-19 related conditions or other factors. Regional offices cannot authorize a center to begin or pause returning students to campus.

During the phased-in transition to on-campus operations, centers and training providers will be managing both on-campus and distance learning activities. Center operators and training providers must ensure that they can appropriately deliver learning and training to both groups of students. Issues with managing or coordinating both activities must be reported immediately to the regional office. CORs are responsible for monitoring the contractor performance during the transition.

The attached *Plan Checklist* is incorporated into this PIN and must be reviewed by center operators and center staff to understand the specific requirements for resuming campus operations.

4. Effective Date. Effective immediately until rescinded or superseded.
5. Inquiries. Questions about this Instruction Notice should be addressed to the responsible Regional Director and/or COR.

Attachment: *Job Corps Center Resumption of Physical Center Operations Checklist for COVID-19*