



November 3, 2020

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 20-11

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

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CARR**

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SUBJECT: COVID-19 Symptom Tracker and Attestation and Emotional Wellness Checklist

1. Purpose. To inform Job Corps' center staff of two new trackers, the *COVID-19 Daily Symptom Tracker and Attestation* and *Daily Emotional Wellness Checklist*, their appropriate use, and the associated trainings.
2. Background. The Office of Job Corps has created two new tools to help center staff track and monitor COVID-19 symptoms of students and staff, and emotional wellness of students in quarantine or isolation.

COVID-19 Daily Symptom Tracker and Attestation

All staff and students who will be on center are to self-monitor for signs and symptoms of COVID-19. Symptoms of COVID-19 include fever, new cough, shortness of breath, fatigue, diarrhea, vomiting, chills, loss of taste and smell, aches, and other respiratory symptoms. Some people with COVID-19 experience severe symptoms, while other experience moderate, mild, or no symptoms.

Job Corps requires that staff and students complete a COVID-19 Symptom Tracker and Attestation every day when they are on center. The form (Attachment A) identifies the signs and symptoms of COVID-19. Staff/students must review and respond yes or no to two questions:

- 1) *Do you currently have any symptoms of COVID-19 (fever of greater than 100.4°F, feeling feverish (chills, sweating), new cough, difficulty breathing, sore throat, muscle aches or body aches, vomiting or diarrhea, new loss of taste or smell)? **and***
- 2) *Have you had close contact with a person who has a diagnosed or suspected case of COVID-19 in the last 14 days?*

Students in quarantine or isolation will complete the symptom tracker twice a day (morning and evening). Staff and non-residential students must stay home if they are experiencing COVID-19 symptoms.

Points to Consider: Each center is required to have students/staff complete daily symptom monitoring. Job Corps recommends utilizing Google Forms; however, centers can develop a strategy that works best for them, keeping the following points in mind:

- **Data Ownership and Storage** – The staff member who creates the Google Form will “own” the data. Other staff members can be granted access by the person who creates the Google Form. For students, a Health and Wellness staff member will create and monitor the Symptom Tracker and Attestation. There should be an alternate Health and Wellness staff member as well. For staff, centers should determine based on reporting structures who should create and monitor forms (e.g., department managers, administrators). Information should be stored in accordance with PRH Appendix 202 and guidelines set forth by the [EEOC](#).
- **Confidentiality** – Restrict access to information based on those with a need to know and in accordance with the Privacy Act. Ensure the platform is HIPAA compliant if using something other than Google Forms.
- **Reviewers** – Develop a structure that limits who has access to the information, but also provides a back-up person in case a supervisor is absent.
- **Center-wide monitoring** – While protecting confidentiality, a monitoring system should allow for central oversight so administration knows center-wide how many staff/students are experiencing symptoms of COVID-19 on a daily basis.
- **Tracking missing entries** – Ensure a system is in place to track/identify on a daily basis staff and students who HAVE NOT completed the Symptom Tracker and Attestation. No one should be on center who has not completed the daily attestation. The Symptom Tracker and Attestation must be completed prior to entering the center.
- **Responding to “yes” answers** – If a staff member or student responds affirmatively to either question on the attestation, they must follow the instructions on the form, remain isolated, and notify the appropriate staff member. Vendors and visitors should be screened in person and will not be allowed on center if they respond affirmatively or have a temperature above 100.4° F.
- **Students in isolation** – Students who have a confirmed case of COVID-19 will be placed in isolation. Health and Wellness center staff will check on students twice a day during isolation. Students will most likely have affirmative answers to the questions on the tracker during this time. Centers may choose to edit the

questions for students in isolation to assess for improving or worsening symptoms.

Daily Emotional Wellness Checklist

The Daily Emotional Wellness Checklist (Attachment B) is a screening measure for identifying emotional health concerns during a 14-day quarantine period or when a student is in isolation on center. Each student in quarantine or isolation should complete the checklist each morning.

Points to Consider

- **Data Ownership** – A member of the Health and Wellness Center staff will create the Daily Emotional Wellness Center Checklist on Google Forms and will own the data.; The Health and Wellness Manager (HWM) or their designee and the Center Mental Health Consultant (CMHC) should have access.
- **Review** – The CMHC will review the checklists each day that they are on center. If the CMHC is not on center, the checklist will be reviewed by the HWM or their designee.
- **Follow-up to the checklist** – If a student has selected “fair” or “poor” for one or more items or has selected the option “I would like to talk to someone from the Health and Wellness Center,” then the CMHC or another designated health and wellness staff member will follow-up with the student on the same day. Follow-up may occur by phone, via a HIPAA-compliant videoconferencing platform such as WebEx, or in person with masks and physical distancing.
- **After the initial follow-up** – The CMHC will determine whether additional assessment is needed and develop a treatment plan, if appropriate, and document this in the Student Health Record (SHR). If a different health and wellness staff member does the initial follow-up, the staff member will document their findings in the SHR and convey this information to the CMHC at the first opportunity. If the Center Mental Health Consultant has concerns about the student’s safety and believes they pose a risk to self or others, the center should follow its Standard Operating Procedure (SOP) for Mental Health Emergencies. At centers where the CMHC provides on-call services, the CMHC should be consulted as soon as possible about the student’s mental health crisis so that CMHC can advise the center and develop a plan for follow-up.

Trainings

JCDC will be providing Google forms training. Watch for the JCDC training announcements.

3. Action.
 - a. Attend trainings on creating and monitoring the Symptom Tracker and Attestation and Emotional Wellness Checklist.
 - b. After the training, create and test Symptom Tracker, Attestation, and Emotional Wellness Checklist.
 - c. Begin using both forms as soon as possible.
 - d. Addressees are to ensure this Instruction Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Cassandra Thomas at (202) 693-3933 or Thomas.Cassandra@dol.gov.

Attachments:

- *Job Corps COVID-19 Symptom Tracker and Attestation*
- *Daily Emotional Wellness Checklist*

Attachment A: Job Corps COVID-19 Symptom Tracker and Attestation

NOTE: Job Corps requires that staff and students complete a COVID-19 Symptom Tracker and Attestation every day when they are on center.

Name:

Student/Staff ID Number:

Email:

Date:

AM/PM:

Do you currently have any symptoms of COVID-19 (fever of greater than 100.4°F or feeling feverish (chills, sweating), new cough, difficulty breathing, sore throat, muscle aches or body aches, vomiting or diarrhea, new loss of taste or smell)?

- Yes, I currently have one or more COVID-19 symptoms.*
- No, I do not have any symptoms of COVID-19.

Have you had close contact with a person who has a diagnosed or suspected case of COVID-19 in the last 14 days?

- Yes*
- No

By checking this box, I attest that the answers to these questions are true. (checkbox)

*If you have symptoms of COVID-19 or have been in close contact with someone with COVID-19, do the following:

- **Residential students** should stay in their dormitory room and call the Health and Wellness Center at [insert number].
- **Non-residential students** should stay home and contact the Health and Wellness Center at [insert number].
- **Staff** should remain at home and contact their supervisor and their personal health care provider to evaluate the need for COVID-19 testing.

Attachment B: Daily Emotional Wellness Checklist

Daily Emotional Wellness Checklist				
Job Corps cares. We want to make sure you are doing well on center.				
Name:			Today's Date:	
Student ID:			Time:	
<i>Please check one box for each row. How was your:</i>				
1. Sleep last night?	<input type="checkbox"/> Great	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
2. Appetite during the past day?	<input type="checkbox"/> Great	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
3. Mood during the past day?	<input type="checkbox"/> Great	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
4. Sense of support during the past day?	<input type="checkbox"/> Great	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Overall, how are you doing?	<input type="checkbox"/> Great	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> I would like to talk to someone from the Health and Wellness Center.				
<input type="checkbox"/> I am choosing not to complete this checklist.				