



April 15, 2021

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 20-19

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 CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH AND ADMISSIONS CONTRACTORS
ALL CAREER TRANSITION SERVICES CONTRACTORS
ALL CENTER USERS

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

Debra Carr

Digitally signed by Debra Carr
Date: 2021.04.15
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SUBJECT: Coronavirus Disease 2019 (COVID-19) Infection Testing Equipment and Center Staff Training

1. Purpose. To inform the Job Corps community of the management and use of COVID-19 testing equipment at Job Corps centers, staff training requirements, and the required use of standard testing consent forms.
2. Background. The purpose of COVID-19 testing is to help prevent and reduce the potential risk of exposure to students and staff when centers resume on-campus operations. Job Corps is requiring COVID-19 infection testing for all the students currently on center, all the returning students, and all center staff.¹

Once centers resume on campus operations, residential students who return to centers are tested for COVID-19 infection on arrival and then again at the 7th or 8th day of the quarantine period. Nonresidential students are tested upon their

¹ On campus staff testing is to be conducted prior to students who have been engaged in distance learning as a result of COVID-19 returning to centers. See PIN 20-08, *Job Corps Center Resumption of Physical Center Operations Checklist for COVID-19 (Plan Checklist)* (issued Sept. 25, 2020); PIN 19-17, *Transition from Spring Break to Virtual Operating Status for COVID-19* (issued Apr. 24, 2020).

initial return to their assigned nonresidential centers. Job Corps nonresidential students may also come and go from residential centers daily. Special precautions must be taken to prevent the spread of COVID-19 by nonresidential students at residential centers. All nonresidential students must complete a daily symptom tracker form (i.e., health screening form) and have a temperature check upon arriving at residential centers. Students may be tested for COVID-19 infection at the discretion of the center physician or clinician, consistent with the U.S. Centers for Disease Control and Prevention (CDC) recommendations, if they develop signs or symptoms consistent with COVID-19.

Students who have a close contact COVID-19 exposure, as defined by the CDC, and have no signs or symptoms are placed in quarantine per Job Corps guidelines and will receive a COVID-19 infection test on day five to seven (5-7) after exposure or at onset of signs or symptoms. Those with signs or symptoms will isolate for a minimum of 10 days after the onset of signs or symptoms and will be tested. Centers should be aware of state and/or local health department guidance on close contact quarantine and isolation.² The CDC guidance provides state and local public health officials with the flexibility to decide how to implement close contact quarantine and isolation. Job Corps centers will follow state and/or local guidance on close contact quarantine and isolation if that guidance is more stringent than the protocols described in Job Corps guidance and center resumption plans.³ Centers must notify the regional Contracting Officer Representative (COR) in writing if they are following the more stringent state/local guidance on close contact quarantine and isolation and what the state and/or local guidance requires.

As a part of resuming on campus operations, Program Instruction Notice (PIN) 20-08, *Job Corps Center Resumption of Physical Center Operations Checklist for COVID-19*, suspends all weekend passes and off-campus leave for up to 90 days. However, a student may be allowed to leave campus for family emergency, and limited other reasons. Residential students who leave campus overnight will be placed in quarantine upon return to campus and tested for COVID-19 five to seven (5-7) days later. A negative test does not mean the student can end their quarantine. These specific testing and quarantine requirements in PIN 20-08 and related medical protocols will be reviewed and revised, as necessary, based on updated medical advice, center operational issues, and other relevant factors.

All Job Corps staff members will be tested for COVID-19 on campus at some time during the five days prior to student return. On campus testing will also be made available to center staff should there be a known or suspected workplace (i.e., center-based) COVID-19 exposure based on contact tracing.

² Centers for Disease Control and Prevention, Health Departments; Contact Tracing for COVID-19 (Dec. 16, 2020), <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html#:~:text=Close%20contacts%20who%20were%20not,is%20still%2014%20days> (last accessed Dec. 21, 2020).

³ Id.

Staff may, if they chose, use their private health care provider or community resources for COVID-19 testing related to workplace exposures. However, the center must be informed of the negative test results before the staff member returns to work. If a staff member has close contact with a person with COVID-19 or develops signs or symptoms consistent with COVID-19, he or she cannot report to work until isolation or quarantine is completed.

Currently, there are two types of diagnostic tests that can show if someone has an active coronavirus infection and should take steps to isolate from others. Molecular tests, such as NAAT or RT-PCR tests, detect the virus's genetic material, and antigen tests detect specific proteins from the virus. Both antigen and PCR-based viral tests are acceptable. Job Corps centers should NOT accept an antibody test. Antibody tests show if someone was infected by the coronavirus in the past and do not diagnose active infections. To support executing on campus testing protocols, Job Corps has procured testing equipment for use at each center. This point-of-care testing equipment is authorized by the Food and Drug Administration (FDA) under emergency use authorization for authorized laboratories and patient care settings.⁴ Job Corps centers should use the equipment in their Health and Wellness Departments on campus under their existing Clinical Laboratory Improvement Amendments (CLIA) waiver certification.

Based on the type of test equipment used, once a sample is collected it should either be tested immediately onsite or shipped offsite to the designated laboratory for testing. Centers will also receive supplies for limited influenza testing. Influenza testing is at the discretion of the center's health provider and should be used only when a student is symptomatic and a COVID-19 test is negative. In the event that there is a point-of-care testing equipment supply issue, centers will use authorized diagnostic test kits that require nasal samples to be taken, but these samples will be shipped directly to Job Corps' laboratory testing contractor, MCI Diagnostic (MCI), and the results will be available in one to two days.

Training materials (e.g., videos, forms, documents, instructions on how to report test results to the MCI portal) continue to be available at www.mcidiagnostics.com. Users access the Government Contracting drop down button and then clicked on the Department of Labor (DOL) link to retrieve various training materials. MCI previously provided live training on the testing equipment to centers and center staff were notified of the training dates. Testing support continues to be available by contacting MCI's 24/7 Client Support Department at (800) 364-7287 or info@mcidiagnostics.com or by contacting Latasha Hill, the MCI Account Liaison, at (918) 744-1001.

3. Actions.

a. CLIA Waivers

⁴ Federal Food, Drug, and Cosmetic Act, Sec. 564 (21 U.S.C. § 360bbb-3).

Job Corps Health and Wellness staff must ensure CLIA waivers are current and should initiate the renewal process if the expiration date is within the next four (4) months.

b. Testing Training

MCI will continue to provide technical support for COVID-19 infection testing on campus. Center Health and Wellness staff designated to perform the on-campus COVID-19 infection testing must review the testing tutorials and MCI training to become competent with the test process and familiar with the MCI systems for data collection and reporting procedures. Specifically, they must complete the testing tutorials and MCI training on the collection of specimens, the proper use of the testing equipment for testing specimens, and recording and reporting test results before a center is allowed to resume on campus operations. Center Directors must designate and train a sufficient number of Health and Wellness staff (i.e., physicians, nurse practitioners, physician's assistants, laboratory technicians or nurses) to perform COVID-19 testing.

Depending on the size of the center student population and the quantity of testing equipment provided (as applicable), anywhere from two to four staff may be needed. The names, titles/positions, phone numbers, and email addresses of the designated Health and Wellness staff must be provided to MCI prior to training. This information must be submitted using a downloadable form on MCI website www.mcidiagnostics.com, under the DOL Tab and emailed to MCI at info@mcidiagnostics.com. MCI will use this information to create access for the designated center Health and Wellness staff and track and report their training completion. Completion information will be made available to the Job Corps national office. Centers must also keep a log or other record documenting which of the staff completed the tutorials and MCI training. The log must include each staff member's name, title and/or position, the training completed, and date(s) each training was completed.

c. Test Results and Reporting

MCI will provide access to designated center Health and Wellness staff to the Health Insurance Portability and Accountability Act (HIPAA)-compliant MCI Laboratory Information System (LIS) web-based portal to create a requisition for COVID-19 and/or influenza test prior to conducting COVID-19 infection and/or influenza testing. Once the requisition has been created, the Health and Wellness staff can proceed to perform the COVID-19 and/or influenza testing. By the close of each business day, the center testers must report the test results for both students and staff at MCI's LIS portal. The data entry must include total number of tests performed, total number of positive test results, and demographics of all individuals receiving a positive or negative test result. More details about the training and data collection and reporting will be released through a JCDC Notice in the coming days.

The center must continue to follow reporting procedures for reporting COVID-19

exposures and any off-campus test results. Center directors must report all student and staff positive COVID-19 test results within 24 hours (if not sooner) to the RD and the COR. Center directors must submit a Significant Incident Report (SIR) per PRH Section 5.4, and any supplemental SIRs as appropriate, and ensure that any SIRs reporting staff or student with positive COVID-19 test results are properly coded and reported.

d. Consent Forms and Student Refusal to Test

Students and staff must complete, and the center must have on file, a consent form agreeing to COVID-19 testing on campus. Job Corps provided forms must be used. COVID-19 test results for both the students and staff must be kept secure and confidential. Student results must be filed in the Student Health Records (SHR). Staff results must be filed in a secure personnel file accessible only to the center director or designee and the testers. Results may be released only in accordance with any applicable privacy laws, regulations, and guidelines. Centers will alert the local health department and follow any necessary contact tracing procedures for COVID-19.

Students who refuse COVID-19 testing will not be permitted to participate in on-campus activities and will remain in distance learning status (Present for Duty Off-Center). Requests for accommodation due to a medical condition, disability, or a sincerely held religious belief will be determined on a case-by-case basis.

e. Visitors

Visitors to centers are not generally required to test for COVID-19 but must answer health screening questions, have temperature checks, and comply with face covering and other requirements. If corporate center staff and National Training Contractors (NTC) regional coordinators are visiting for less than eight hours and will not have contact with students, testing is not required. However, corporate staff and NTC regional coordinators making extended visits of 8 hours or more and are likely to have close contact with students must be tested on campus when rapid testing is available or provide proof of a negative test within 5 days prior to arriving on campus.

f. Property Management

All supplied testing equipment is Government Furnished Equipment (GFE) and considered *sensitive property*. Compliance with DLMS 3-400: DOL Property Management and Job Corps SOP 15.1: Property Management is required. Regional Directors have overall responsibility for property management within

their respective regions. Regional Property Officer(s) are charged with the handling and disposing of property in the Electronic Property Management System (EPMS). Within 24 hours of receipt, center property managers will enter and track the provided testing equipment in EPMS before transporting it to the Health and Wellness Department. For center entry into EPMS, please use property type ID 65050 for COVID-19 testing equipment, vendor name, and cost per testing device (if applicable) along with the serial number of the items you receive. Center directors are required to send an email to lyford.lawrence@dol.gov confirming the receipt and quantity of testing equipment and kits received. Job Corps will reconcile this center information with MCI's comprehensive master tracking list and will notify the regional offices if there are discrepancies between what was reported by the center and MCI's list. Center health and wellness manager may order more testing supplies as necessary by contacting MCI. The center property manager will follow the same procedures for EPMS tracking. MCI will also keep track of the new orders and report to the National Office.

Designated center staff are responsible for conducting COVID-19 testing consistent with Job Corps guidance. The use of testing equipment (i.e., machines/equipment, reagents, swabs and other supplies) for purposes other than executing Job Corps' guidance is prohibited. Actions in violation of this guidance will be subject to review by the Department of Labor and Job Corps and appropriate actions will be taken.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Lawrence Lyford in Job Corps' National Office at (202) 693-3121 or Lyford.Lawrence@dol.gov.

Attachments: Student and Staff Consent Forms