

October 9, 2020

DIRECTIVE: JOB CORPS DATA CENTER NOTICE NO. 20-076

FROM: Job Corps Data Center

SUBJECT: Abbott ID NOW Point of Care Machines and Testing Supplies Distribution

To help prevent the spread of COVID-19 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 returning students and center staff. Job Corps procured the Abbott ID Now rapid result testing equipment for use at each center. Delivery of this equipment is NOT an authorization to begin testing or returning students to your center.

Centers are now beginning to receive Abbott ID Now point of care testing machines and printers shipped directly from the manufacturer. In addition, centers will receive the ID Now COVID-19 test kits and influenza kits shipped from MCI Diagnostics, Job Corps' contractor for drug testing. Each center's property manager should use the attached distribution list to ensure accuracy of the number of equipment and supplies received. Center directors are required to send an email to lyford.lawrence@dol.gov confirming the receipt and quantity of machines and kits received and report any discrepancies as applicable.

MCI will provide technical support for COVID-19 infection testing on campus. Center Health and Wellness staff designated to perform the COVID-19 infection testing must review the Abbott tutorials and MCI training to become competent with the ID Now test process and familiar with the MCI systems for data collection and reporting procedures. Specifically, they must complete the Abbott 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 a sufficient number of Health and Wellness staff (i.e., medical doctors, nurses practitioners, or nurses) to perform COVID-19 testing. The names, titles/positions, phone numbers, and email addresses of the designated Health and Wellness staff must be provided to MCI by October 15, 2020. 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. Centers must also keep a log or other record documenting which of the staff completed the Abbott 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.

Training materials (e.g., videos, forms, documents, instructions on how to report test results to the MCI portal) will be now available at www.mcidiagnostics.com. Once into the website, users must click on the Government Contracting drop down button, and then click on the Department of

Labor (DOL) link to access the various training materials. MCI will also provide Abbott ID Now live training webinars three times a day beginning on October 14, 2020 and continuing through October 16, 2020. The times for these webinars are 9:00 am, 11:00 am, and 2:00 pm, CST. To obtain testing support, contact MCI's 24/7 Client Support Department at (800) 364-7287 or info@mcidiagnostics.com. You may also contact Latasha Hill, the MCI Account Liaison, at (918) 744-1001.

Questions should be directed to Lawrence Lyford of the National Office of Job Corps at Lyford.lawrence@dol.gov. Additional information, including testing consent forms and property management processes, will be provided by a Program Instruction Notice.