November 4, 2020

DIRECTIVE: JOB CORPS DATA CENTER NOTICE NO. 20-091

FROM: Job Corps Data Center

SUBJECT: "Using Google Forms to Track and Monitor COVID-19 Symptoms and
                    Student Wellness" webinar

Program Instruction Notice 20-11 was sent to inform Job Corps staff that the Office of Job Corps 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.

- The *COVID-19 Daily Symptom Tracker and Attestation* form is for staff and students who will be on center to use to self-monitor for signs and symptoms of COVID-19. Job Corps requires that staff and students complete this form every day when they are on center.
- The *Daily Emotional Wellness Checklist* 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.

A webinar on **"Using Google Forms to Track and Monitor COVID-19 Symptoms and Student Wellness"** has been scheduled for **Friday, November 6, 2020 at 2pm (Central)** and will provide an overview of the forms and guidance on creating them with Google Forms. Additional webinars will be scheduled for next week and will be included in the weekly JCDC Training Schedule notice.

The webinar is listed in the Upcoming Sessions tab on WebEx at https://jobcorps.webex.com and is available for registration. You can also click the link https://jobcorps.webex.com/jobcorps/k2/j.php?MTID=t0e9b866e8b96e4dcb68212ffc4a89abf to register for the webinar.

Thank you,
JCDC