

November 24, 2020

**DIRECTIVE:           JOB CORPS DATA CENTER NOTICE NO. 20-100**

FROM:                 Job Corps Data Center

SUBJECT:             Adding COVID-19 SIRS Secondary Codes

**TO: All Centers**

Job Corps has procured and is providing all centers with COVID-19 testing equipment and supplies for testing center students and staff consistent with Job Corps' PIN 20-08, approved center resumption plans, and Job Corps medical protocols. Staff is tested once when the center is identified to resume on-campus operations, but individual staff members may later be tested on campus if exposed to the virus while performing official Job Corps duties and responsibilities (i.e., a workplace exposure). To facilitate our understanding of how testing is used and improve how it is reported, Job Corps has added two secondary codes into the SIRs system under the Primary Cause Code of COVID-19. These below secondary codes must be used and record whether the COVID-19 infection tests taken by students and staff were done on or off campus.

1.         Test Performed Off-Center
2.         Test Performed On-Center

If you have any questions, please contact the TAC at 800-598-5008, option 3, or by email at [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org).

Thanks,  
JCDC