

February 17, 2021

DIRECTIVE: JOB CORPS DATA CENTER NOTICE NO. 20-146
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FROM: Job Corps Data Center

SUBJECT: SIR Reminder on Data Collection

This is a reminder to follow the PRH and center resumption plan requirements regarding SIR reporting of COVID-19 staff positive cases. This means that centers are required to report if a staff member (identified only as “victim”) tests positive for COVID-19, including information about when the staff member first began experiencing symptoms (if any), when the staff member tested positive, when the staff member was last on center, where the testing was conducted (i.e., on or off campus), and the results of contact tracing. The SIR reporting requirement is limited to the information necessary to conduct contact tracing and other on-center mitigation measures to prevent the transmission of COVID-19. This means that the collection of additional health information should only be done in limited circumstances and in accordance with the Americans with Disabilities Act (ADA) to address situations like a request for extended leave. Centers are reminded that the ADA prohibits disability-related inquiries or medical examinations of employees unless they are job-related and consistent with business necessity and should consult with their corporate legal counsel on any questions regarding their responsibilities under the ADA. The EEOC also has helpful guidance regarding COVID-19 related medical inquiries.

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