

Please note: **items highlighted in yellow are new as of 3/2/2021.**

Job Corps COVID-19 Response Frequently Asked Questions

Recreation Trip

- 1. Q: Some students remain in distance learning and others are slowly returning to campus. Are centers still responsible for supporting the mental health and well-being of all students regardless of their location?**

A: Yes. As Job Corps begins returning previously enrolled students to campus centers are reminded that they must provide all students with mental health support. This may include providing limited, structured recreational activities on and off-campus that centers manage consistent with Centers for Disease Control and Prevention (CDC) COVID-19 safety protocols and center resumption plans.

- 2. Q: Can centers organize and provide recreational field trips for on-campus students to support their mental health and wellbeing?**

A: Yes. If recreational field trips are offered, centers must conduct these trips in the safest possible manner with the goal of supporting students' mental health and well-being. Centers must have a risk management plan for each off-campus recreational field trip that complies with Centers for Disease Control and Prevention COVID-19 health and safety protocols and the centers' resumption plan, where applicable. Prior to any recreational trip, the Regional Nurse Specialist must review the trip's plan for the appropriateness of the health and safety protocols. Center plans must be written and maintained by the center, along with any recommendations made by the Regional Nurse Specialist. Plans and recommendations must be produced upon request by Job Corps for review and inspection.

- 3. Q: Are there examples of items that center's should consider while creating a risk management plan for each structured recreational field trip?**

A: Centers must incorporate the use of face coverings, physical distancing, cleaning and sanitizing, and minimizing contact with the general public to minimize the risk of spreading the virus to students. Recreational trips are better if they take place outdoors and in locations where social distancing can be maintained. Examples of potential outings include hiking, visiting a park for jogging/walking, fishing, paddling, gardening, listening to music outdoors in small groups. Some examples that would not likely allow for safe student participation include shopping, movies (indoor and drive in), bowling, video arcades.

In addition to the type of activity, a sound plan would also consider local and state COVID-19 guidelines and restrictions, and trip specific items such as: the specific destination and the distance from the campus, travel time, timeframe or duration of the

activity, number of students per staff member, transportation details, food and water, and the handling bathroom breaks.

Blanket 10-Month Extension

4. Q: The Workforce Innovation and Opportunity Act (WIOA) at 29 U.S.C. § 3196(b) limits Job Corps students to a maximum of two years of enrollment, with some exceptions. Students enrolled in Advanced Training and Advanced Career Training (AT/ACT) programs are limited to a maximum of three years of enrollment. There are currently enrolled students who have been unable to complete program requirements due their inability to participate in hands-on training and are nearing their two- or three-year enrollment limit. Will Job Corps extend the enrollment limit for all currently enrolled students who reach the two- or three-year enrollment limit?

A: Yes. Due to the special circumstances created by COVID-19, effective March 1, 2021, Job Corps is extending the enrollment limit by 10 months for currently enrolled students who are about to reach either the two- or three-year limit. **The 10-month extension is applied from the date each currently enrolled student reaches the two- or three-year enrollment limit.** This extension includes:

- general students subject to the two-year enrollment limit;
- students enrolled in designated AT programs that provide more complex skills, competencies, and certifications who are subject to the three-year enrollment limit; and
- students enrolled in ACT programs pursuing an associate's degree at accredited higher education institutions who are subject to the three-year enrollment limit.

5. Q: What is the impact of this 10-month extension on the Job Corps program?

A: The 10-month extension will enable Job Corps to mitigate the disproportionate negative impact of COVID-19 on students and ensure that Job Corps resources are not wasted in unnecessary separations of students who cannot complete the program because they have been unable to participate in hands-on training due to COVID-19.

Driver Education Safety Protocols

6. Q: Having a driver's license is important for enhancing a student's ability to gain employment. Should centers have COVID-19 safety protocols for Driver's Education classes?

A: Yes. Centers providing driver's education must do so in a way that is as safe as possible for students and instructors. At a minimum, centers must follow CDC COVID-19 protocols. This includes the protocols listed below that support the use of face coverings and masks, physical distancing, symptom tracking, and cleaning, sanitizing and disinfecting.

- Ensure both instructor and student wear a mask that fully covers the mouth and nose at all times (N95, hospital-grade surgical, or double masking are recommended when available).
- Limit occupants to one instructor and one student in the vehicle during behind-the-wheel instruction to support physical distancing.
- Conduct textbook (i.e., non-behind the wheel) driver’s education virtually, when possible. If driver’s education is provided in-person in the classroom, all usual COVID-19 precautions must be taken.
- Postpone behind-the-wheel instruction if either the instructor or the student responds affirmatively to any question on the Symptom Tracker and Attestation Form or if the center is sheltering in place.
- Clean and sanitize the vehicle after each use by a student and/or driver by applying a cleaning product shown to kill COVID-19 as recommended by the Environmental Protection Agency (EPA). See <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

Centers are responsible for implementing other safety protocols that they determine are necessary or appropriate for student safety in driver’s education classes.

7. Q: Are there examples of other safety precautions centers could put in place?

A: Yes. To optimize safety, centers could employ the below additional safety measures.

- Split students in driver’s education into rotating cohorts for behind-the-wheel instruction (e.g., some students drive with the instructor on A weeks and others on B weeks).
- Open the vehicle’s windows for ventilation, as weather permits.

This is not an exhaustive list of the possible safety protocols centers could adopt.

PRH Chapter 1 Enrollment Services

8. Q: Once centers return to normal operations, will there be a staff and student build up grace period?

A: Yes, regional offices will work with contractors on onboard strength (OBS) build-up plans. MP&F, the media consultant, is currently working on a media plan to support OBS build-up.

9. Q: Since applications are only good for 90 days from the applicant’s interview date, some applications may expire and have to be re-signed by applicants. This could be an issue if the applicants do not have access to Print/Fax/Scan capability. How will this be handled?

A: Applications that expire during the Student Break 2020 COVID-19 leave will be extended by the term of the leave.

10. Q: Admissions counselors meet with applicants to complete the application process, which includes affixing signatures. Are admissions counselors able to use DocuSign for applicant folders during the COVID-19 break?

A: The Job Corps Data Center (JCDC) is updating Outreach and Admissions Student Input System (OASIS) admission forms to accept electronic signatures for use by applicants and staff. Additional guidance is forthcoming from JCDC on the type of digital signature that will be accepted.

PRH Chapter 2 Student Support Services

11. Q: What is the procedure for students who have previously been sent home on fact-finding board leave? Are the timeframes for holding Level I and Level II boards still applicable?

A: If the student is charged with a Level I offense, a senior staff member can conduct the Fact-Finding Board (FFB). However, a student has the right to provide written input for consideration during the FFB. If this cannot be accommodated, the FFB must be postponed until an opportunity for written input is available and provided.

If the student is charged with a Level II offense, and there are two students on center, the center will complete the FFB. If no students are available, the center will postpone the FFB for the period of Spring Break 2020 COVID-19 leave. A student has the right to be present at the FFB for a Level II. Boards can be conducted virtually to allow the student to be present. If this cannot be accommodated, the FFB must be postponed.

12. Q: What procedure should centers follow when they receive positive drug test results for students who had a suspicious or follow-up drug screen prior to leaving for Spring Break?

A: Per PRH 6.11.R1 e 3 Centers will handle drug test results that are already in process according to current policy. Positive test results will still require separation.

13. Q: Centers are receiving student letters and mail. Should mail be sent to the student's home address on record or maintained on center until their return?

A: Student's mail should be maintained in a secure location on Center. If a student contacts the center requesting a parcel of mail be sent to them, the center can work with the student on covering any incurred costs for shipping.

PRH Chapter 3 Student Training Services

14. Q: Is there a process for students who are scheduled for Test of Adult Basic Education (TABE) re-tests during Spring Break?

A: Yes. All timeframes and deadlines will stop and centers will not be held accountable for TABE re-tests during the Spring Break 2020 COVID-19 leave. The system will be

modified to allow testing when the students are given a return date. This “reset” will not affect Outcome Measurement System (OMS).

15. Q: Can students graduate from the program instead of being placed on Spring Break 2020 COVID-19 Leave?

A: Yes. Students who meet graduation requirements may complete the program instead of being placed on Spring Break 2020 COVID-19 Leave.

16. Q: Can students participate in Advanced Career Training (ACT) or Other Training Provider (OTP) activities while on Spring Break 2020 COVID-19 Leave?

A: Pursuant to PRH 6.1 R1 b., students may not be counted as present for classes or training unless centers can demonstrate that students are in a classroom or training area. Students may continue with ACT-sponsored online activities, but may not participate in OTP activities while on leave status.

17. Q: Are instructors able to interact with students and document e-TAR progression via social media sites to engage in distance learning?

A: No. Distance learning is not approved while students are on Spring Break 2020 COVID-19 Leave. Program Instruction Notice 19-15 extended spring break through May 10, 2020. Thereafter, on May 11, 2020, Job Corps will transition to virtual operations and distance learning. The platforms used to interact with students, if they interface with the DOL or Job Corps networks, must meet the applicable government information technology security standards.

18. Q: Are students expected to participate in online learning eight hours (8) per day?

A: In Program Instruction Notice (PIN) 20-04, Job Corps issued guidance requiring the average student to engage in learning activities for approximately 30 hours per week or six hours a day. However, no more than four hours of learning should be spent in online instruction.

19. Q: Is there a universal Job Corps online curriculum that centers should be using?

A: The goal is to replicate the course content delivered at the Job Corps centers during on-center operations, as much as possible, during distance learning. To facilitate learning online, instructors are expected to develop distance learning lesson plans that allow them to group students for instruction according to their proficiency levels, meeting each student’s unique learning needs. Some content is not suited for online delivery, such as demonstrating proficiency in the skilled trades that require hands-on learning. In these instances, apprenticeship training sites and Work-Based Learning (WBL) may be options. However, pursuant to Job Corps PIN 20-03, training at these sites requires an approved waiver from Job Corps due to the current suspension of WBL. Delaying parts of hands-on learning until a student can return to campus is also an option.

20. Q: Should students be encouraged to engage in work based learning?

A: WBL is one way to encourage students to gain actual work experience while earning money. Initially suspended to protect the health of students, Job Corps issued PIN 20-03 providing a waiver process that allows a student to participate in WBL if the center can demonstrate that the student’s workplace has taken appropriate measures to protect the student’s health. WBL, during COVID, can include work in other fields or areas when employment related to the training program of the student is not available. The work should generally have some connection to an aspect of the student’s academic, technical skills, or personal growth and development in the program.

PRH Chapter 4 Placement Services

21. Q: If a student is separated and placed in a job, but later loses his or her job due to COVID-19 layoffs, will DOL take this into account when assessing the center’s performance? What happens with upgrades (as defined in Appendix 501, Attachment 2 of the PRH) if a student was separated from employment due to COVID-19?

A: Delays in performance and reduced contract outcomes, including lower OMS scores, that are not the fault of the contractor, were due to causes beyond the contractor’s control, and were not due to the contractor’s negligence, will be excused in accordance with the “excusable delays” provision of the contract, as applicable. This would include, for example, student job losses due to the COVID-19 closures. Contractors must, therefore, track and document the impact of COVID-19 on their contract performance. Revisions to contracts, contract administration practices, or performance metrics that may become necessary to address the impact of COVID-19 will be addressed on a contract-by-contract basis.

PRH Chapter 5 Management Services

22. Q: What happens if my center has expiring FY17 construction, rehabilitation and acquisition (CRA) funds?

A: All expiring FY17 CRA funds should have been de-obligated from your contract. We are confirming expiring funds have been removed, if not, we will deobligate them. We are unable to extend the life of FY17 CRA funds.

23. Q: Does Job Corps want centers to return the unused student satisfaction surveys or can we shred them?

A: No. Please store them in a secured location until further notice.

24. Q: How would Centers track students infected with COVID-19?

A: At the time of Spring Break, there were no reported or confirmed COVID-19 cases in the student population. Centers were instructed to follow their policies for pandemic flu,

as updated for COVID-19, for releasing and transporting students. This should have resulted in any symptomatic student being evaluated and not transported.

25. Q: What if a Center gets a request from a student to return to the Job Corps center?

A: The health and safety of Job Corps students is our primary concern. Job Corps approaches it in a manner similar to that used by colleges and universities, therefore, Job Corps is seeking to minimize the number of people on its campuses to help reduce the risk of a COVID-19 outbreak. Although a certain number of students will remain on campus because they may not have a home and other arrangements could not be made for them, Job Corps is generally not allowing students to return to Center during Spring Break 2020. In exceptional cases, a student may be allowed to return but will be in isolation for 14 days to protect the health of others at the center.

PRH 5.5 Managing and Reporting Significant Incidents remains in effect so accepting a student back on campus should be reported as a significant incident based on COVID-19 risks.

26. Q: If a center is conducting student pay via bank/debit cards, can the center process student pay during the Spring Break as normal?

A: Yes. Centers must find alternative ways to pay students in the absence of having EFT capability.

27. Q: Will contracts with funding impacted by OBS and/or staff vacancy rates be penalized during this period?

A: Contracting Officers will recognize any mitigating factors brought on by COVID-19 that have affected OBS and/or staff vacancy. The impact of COVID-19 on contracts will be addressed on a contract by contract basis.

28. Q: If a center is required to shelter in place, what staff are considered essential?

A: If the center is vacant of students, the operator, in conjunction with its respective regional office, will determine essential staffing levels, which at a minimum, would include the following staff:

- Security
- Facility Maintenance

If students are currently on-center, the operator, in conjunction with its respective regional office, will determine essential staffing levels, which at a minimum, would include the following staff:

- Security
- Health & Wellness
- TEAP

- Cafeteria
- Facility Maintenance
- Residential (based on the number of students remaining on center)
- Recreation (based on the number of students remaining on center)
- Management (based on the number of staff working on center)

29. Q: Should staff working on center utilize N95 masks or other face coverings?

A: During the COVID-19 pandemic, medical grade face masks such as N95 respirators are reserved for healthcare workers and some first responders. Center staff who are caring for a student who is suspected or confirmed to have COVID-19 should wear an N95 mask and other proper personal protective equipment (PPE) when caring for the student. Otherwise, staff on center are encouraged to practice proper social distancing and wear a face covering that comports with CDC guidance, to include a cloth face mask or procedural/surgical mask.

30. Q: In an effort to ensure staff safety, can operators purchase face coverings (i.e., cloth masks) and are they billable to the contract?

A: Yes, face coverings used to prevent the spread of COVID-19 can be used by center staff as well as distributed to students in performance of the contract, and they are billable to the contract.

31. Q: How was it determined who gets Government Furnished Equipment (GFE)?

A: Working with operators and considering data gathered by them regarding students' particular situations and resource needs, Job Corps established initial allocations of distance learning equipment for each center. Centers will soon be asked to update the data gathered several months ago with more recent information provided by students on their student IT User Agreements. With an updated needs inventory, centers will prioritize providing equipment to students with no ability to participate in distance learning due to not having access to IT. Again, because each student's needs and location may have changed since the initial IT needs data call, centers must verify each student's current need for government furnished equipment and address before a device is issued.

32. Q: Which contractor currently operates Job Corps' Q2/Q4 surveys?

A: Decision Information Resources, Inc. (DIR) is the contractor responsible for Job Corps' post-separation survey data collection, commonly referred to as the Q2 and Q4 surveys.

33. Q: Did Job Corps' Q2/Q4 surveys get suspended because of COVID-19 closures?

A: Yes. Due to the COVID-19 pandemic and stay-at-home orders issued by State and local authorities in Texas, where DIR's survey operations are located, the DIR survey team temporarily closed its call center between March 24, 2020 and May 31, 2020. Consequently, Job Corps' Q2 and Q4 survey calls were suspended during this period.

34. Q: When will Job Corps' Q2/Q4 surveys resume?

A: The DIR survey team resumed calls on June 1, 2020.

35. Q: How will DIR handle the backlog cases?

A: The survey suspension between March 24 and May 31, 2020 resulted in a backlog of approximately 20,100 cases belonging to PY 2019 Q3 and Q4.

The DIR survey team resumed collecting placement data on June 1, 2020. This includes data for the backlog created by the work suspension. The PY 2019 Q3 surveys were completed by September 13, 2020 and Q4 should be completed by October 4, 2020. The PY 2020 survey for Q1 began in July 2020.

36. Q: Is DIR experimenting with a new web survey? How do they do it?

A: Yes. As DIR works through the backlog of job placement cases, their survey team is using a new experimental web survey to supplement DIR's usual telephone calls. The use of the web survey for some of DIR's data collection is part of Job Corps' strategy to enhance the post-separation employment data collection vehicle. It also helps lessen the impact of DIR having to reduce its workforce for a period due to IT systems that could not be securely accessed remotely, staff health concerns related to COVID-19, DIR being physically located in a hotspot, and local stay-at-home orders.

For the PY 2019 Q3 backlog cases, DIR is only using the web survey — no telephone.

The Q3 cases have a new eight-week survey window. DIR is using a combination of telephone and the experimental web survey to complete the PY 2019 Q4 cases.

For the PY 2020 Q1 cases, DIR will use both the web and telephone surveys.

DIR will study and compare the overall impacts and performance of the web survey across the three quarters through the fall of 2020 to determine the feasibility of permanent implementation and any limitations on the use of the data that may result from those impacts.

37. Q: How will students know whether they will be using the web or the telephone survey?

A: The invitation and reminder mailings that students receive to participate in the survey will encourage them to complete the survey using telephone, web, or both (multi-mode). The mailings also provide guidance and information on how to complete the survey using these methods.

38. Q: Are there any differences in the survey scripts between the telephone and the web survey?

A: The content of the survey scripts is the same for both the telephone and web surveys, except for minor changes in some of the language in the web survey to make it appropriate for self-administration. For example, "I would like to know..." is changed to "We would like to know..."

39. Q: What can or should Career Transition Services (CTS) providers do to help with the restart of the surveys and the web survey experiment?

A: CTS providers should notify former students in their caseload that the Q2/Q4 surveys have resumed as of June 1, 2020. They should further inform their students that some of them will be selected to participate in the web survey. CTS providers should continue to avoid all the prohibited activities related to the Q2/Q4 surveys as stipulated in PRH Appendix 501 Introduction, Section F.7.(c).

40. Q: Can CTS file Q2 and Q4 appeals as before the suspension?

A: Yes. The CTS providers can file Q2 and Q4 appeals after DIR has completed their data collection process and the results are shown in the CTT-20 reports in the future months.

41. Q: Who should I contact if I have further questions about the restart of the surveys and the web survey experiment?

A: Questions should be directed to Shao Zhang, Team Lead for Performance at the National Office of Job Corps, via zhang.shao@dol.gov.

42. Q: Can centers use underrun funds to support students with access to the Internet; supplies to complete learning packets; meals to Job Corps students, residing in local areas near a center, who are in need; or other identified needs related to distance learning?

A: Centers are not authorized to provide funds directly to students. Centers are authorized to provide supplies directly related to distance learning pursuant to the center's approved resumption of operations and other plans, and as implemented through a Change Order and other directives of the contracting officer. This can include:

- Providing students with prepaid mobile Internet/data plans in reasonable amounts until the student receives a Chromebook and hotspot. Centers are not authorized to provide cash payments to students or their service provider to cover their Internet/data plan.
- Providing students with supplies specifically related to assist students with completing learning packets.
- Providing center-made meals to students in need that live in the local area. Bagged or pre-packaged food may be provided at a designated location that does not require students to enter the campus. A location at the campus entrance, a designated drive-thru point, or an easily accessible site near campus may be used. Centers must take all appropriate health precautions when providing grab-n-go meal service.

Centers must follow underrun guidance and orders issued by the Contracting Officer.

PRH Chapter 6 Administrative Support Services

43. Q: Is it possible for Job Corps to freeze all student service windows during this unprecedented time? Doing so would allow all Job Corps graduates and former enrollees along with Career Transition staff to focus on supporting health and safety as opposed to pursuing employment.

A: Yes. Job Corps will freeze the enrollment period for all current students during the 2020 Spring Break period under Section 146(b)(4) of WIOA. However, there is no authority allowing the extension of the post-enrollment services period. Operators must provide post-enrollment services during the Spring Break period, when feasible.

44. Q: Should centers change the leave or other status of students (e.g., Unauthorized Absence (UA), FFB, Paid Time Off (PTO), Administrative Leave without Pay (ADLV)) at the time Spring Break became effective?

A: A student who was in UA status at the time Spring Break was initiated will remain in that status unless the center decides otherwise under Policy and Requirements Handbook (PRH) section 6.1.R4. Under 6.1.R4 (b), “If a student who was identified and reported as an Unauthorized Absence contacts the center with a credible and verifiable explanation, the student’s status may be changed to the appropriate leave category, effective the date of the emergency, if the emergency prevented the student from contacting the center timely. Additionally, if the emergency prevents the student from contacting the center and the student has been separated, the student must be reinstated if the student wants to be reinstated. Receipt of documentation to support the status change is required.”

Students in any other leave status (e.g., PTO, ADLV, and FFB) will have their leave converted to Spring Break COVID-19 Leave Off-Center.

45. Q: Should a center adjust the calendar in Center Information System (CIS) to reflect that March 16 through April 14, 2020 are non-training days?

A: Yes. Center should set up these days as non-training days in their center calendar.

46. Q: Would there be a possibility that the Spring Break would extend beyond April 14, 2020?

A: Yes. New guidance will be issued explaining how a new 30-day extension will be implemented. The Department of Labor’s Employment and Training Administration and Office of Job Corps continues to assess the facts on the ground and the guidance issued by the Centers for Disease Control and Prevention (CDC).

47. Q: Several students are on Center right now, but they are waiting on travel tickets from TransCor. Because they will be off Center once the tickets are acquired, how do they fill in the spreadsheet for the leave request?

A: Use “Spring Break COVID-19 On-Center” as the Leave Reason if the student was on center, and use “Spring Break COVID-19 Off-Center” if students are off center between the dates of March 16 and April 14, 2020.

48. Q: Some students were on Weekend Passes on March 14 and 15 and before they boarded the bus to return to the Center, they reported having a fever. As a result, these students were not permitted to board the bus. How should this situation be handled?

A: The students should be transitioned to the “Student Break 2020 COVID-19” Leave Type and use “Spring Break COVID-19 Off Ctr” as the Leave Reason covering March 16 through April 14, unless the April date is extended.

49. Q: When will the new Leave Type and leave Reason for Spring Break be available to use in CIS?

A: They were available on March 20, 2020.

50. Q: Can centers wait and place the students on leave when the leave information is available in CIS-3G instead of completing the COVID-19 Symptoms spreadsheet?

A: Yes, as long as you maintain the necessary accountability documentation for each student. JCDC made the “Spring Break 2020 COVID-19” Leave Type available on March 19, 2020.

51. Q: If a center entered students as being on Administrative Leave with Pay to keep them out of UA status, how should the center remove that leave status and replace it on the correct leave?

A: The center should be able to clear the leave in CIS on the Manage Leave Screen and enter the new “Spring Break 2020 COVID-19” leave once available. JCDC will assist in resolving any related issues.

52. Q: Some centers had Monday, March 16, the start of Spring Break, as a regular training day and had students who attained credentials and logged TABE hours. How are we to treat this under the Spring Break PIN?

A: Place students on “Spring Break 2020 COVID-19” leave the day they leave the center.

53. Q: Some students had approved and activated leave on the day Spring Break was declared. Should centers remove those leave statuses and place students on “Spring Break 2020 COVID-19” leave? If so, when should Spring Break leave begin (Monday or Tuesday)?

A: All students currently in a leave status will be converted to “Spring Break 2020 COVID-19” leave effective March 16, 2020. The exception to this is for students who attained credentials and logged TABE hours on the 16th. Spring Break for these students begins on the day they leave the center.

54. Q: What happens if a student who has remained on center goes into UA status or has an Unauthorized Exit and tries to return?

A: All students on center will be in “Spring Break 2020 COVID-19 On-Center leave status. If a student leaves the center without permission or authorization the student’s

leave status is moved to UA. The paid Spring Break 2020 COVID19 leave type ends. See PRH 6.1. R4 on UA procedures.

Centers will not likely be fully staffed and may have fewer health and wellness staff available. Allowing students to return before they are notified to do so is discouraged, and should only be allowed in extraordinary situations. If a student must return to center, the center must assess the student for symptoms associated with COVID-19 and isolate the student for 14 days, in accordance with the most recent guidance from the CDC. If the student shows symptoms of COVID-19 at any point, the student must remain in isolation, the center's Pandemic Flu/COVID-19 Plan activated, and the local health department and Regional Health Specialist contacted.

55. Q: For students on MSWR separation that expires during the period of Spring Break, will their MSWR be extended?

A: Yes, and the MSWR will be extended for the period of the Spring Break 2020 COVID-19 leave.

56. Q: Can centers consolidate remaining students into one Center?

A: No. Based on the trajectory of the spread of the virus, all consolidations are limited to within a single state, the state must not be in a CDC coronavirus "hotspot" or in an emerging "hotspot," students feeling ill or having a fever will not be transported, there must not be a known positive COVID-19 student at the receiving center, transportation will be limited to ground transportation, personal protective equipment must be used during the transportation, and transported students must be in isolation for 14 days once they arrive at the new center. Consolidation requests must be coordinated with the Regional Director and have national office approval. In addition, Humanitas, the medical consultant, must conduct a medical risk assessment and concur with all proposed center consolidations.

57. Q: What is the deadline for the Spring Break spreadsheet provided by the Job Corps Data Center (JCDC)?

A: JCDC deployed the CIS changes on March 20, 2020.

Please send the Job Corps Data Center (JCDC) the spreadsheet as soon as possible so Job Corps can ensure there is accountability for all students. JCDC is currently working on having these CIS changes available to the field as quickly as possible so centers will be able to enter it themselves.

58. Q: What happens if an applicant turns 25 years of age during the Spring Break Leave?

A: Please see PRH Change Notice 20-04. During a qualifying emergency as defined in Section 3502(a)(4) of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. 116- 136, or the 1-year period immediately following the expiration of the qualifying emergency, an individual may be enrolled if they are more than 24 years of

age on their date of enrollment as long as the individual is otherwise eligible for Job Corps and the individual:

- 1) submits an application by June 27, 2021 and is not older than 24 years of age on the date the application is submitted (i.e., the AC opens an applicant file in OASIS for the applicant); and
- 2) turns 25 years of age during the qualifying emergency or the 1-year period immediately following the expiration of the qualifying emergency.

59. Q: What happens if an ACT or AT student nears or exceeds his or her three-year enrollment limit while on Spring Break 2020 COVID-19 Leave?

A: The Workforce Innovation and Opportunity Act (WIOA) allows the Secretary of Labor, upon request from the National Director, to authorize in special cases an enrollment extension beyond three years. Based on this authority, a center will submit an enrollment extension request to its regional office, identifying the student's name, ID number, date of expiration, and length of the requested extension. Upon review and concurrence, the regional office will submit the request to the National Director for approval by the delegated authority of the Secretary of Labor under WIOA Sec. 146(b)(4).

60. Q: Should a center reinstate a student and place him or her on Spring Break 2020 COVID-19 Leave when the regional office overturns a factfinding board decision separating the student from the program?

A: Yes. However, the student is not allowed to physically return to the center until students are notified that Job Corps is resuming normal operations on campus and that students must return to their assigned centers.

61. Q: What duty status should students be placed in who are off-center and do not participate in distance learning activities?

A: Center staff are to work diligently with students to ensure they remain connected to the program by engaging in distance learning activities that support gains in learning and career skills training. Listed below are the duty status and procedures to follow for students who do not participate in distance learning.

- National Office Management Leave (NOML): Off-center students that are unable to participate in distance learning due to extenuating circumstances. Centers will submit a request to their regional office identifying the student's ID number and the reason for not participating in distance learning. Upon concurrence, the regional office will submit the request to the National Office to place the student on NOML.
- Unauthorized Absence: Effective May 11, 2020, if a center is unable to make contact with a student, the student will be placed in an unauthorized absence status. The center is required to follow its approved Unauthorized Absence Standard Operating Procedures to report, locate, and contact the student in addition to the established requirements in PRH Exhibit 6-1.

- **Standards of Student Conduct:** Students that choose not to participate in distance learning will be counseled in accordance with the center’s approved Standards of Student Conduct Procedures and if the behavior continues, they will be issued a minor infraction for each training day for “Failure to follow center rules impacting the individual’s participation or progress in the program”. If more than 4 minor infractions are received by a student during a 60 calendar day period, it will result in an automatic Level II infraction and a Fact-Finding Board.

62. Q: What are acceptable student accountability provisions?

A: Students have individual learning plans that require them to participate in scheduled online instruction, complete specific projects offline, and work offline for self-paced or independent study for specific periods. Certain online or Cloudbased Learning Management Systems (LMS) track student online time, and Attendance Rosters or Log scan be used if an LMS does not have tracking capability or if the learning activity occurs offline. In addition, each student is asked to sign a Distance Learning Agreement, which acknowledges the student’s responsibility to participate in distance learning while Job Corps is in virtual operating status. Regardless, centers are responsible for tracking and reporting student participation for accountability purposes. Job Corps is seeking to balance the need for flexibility to support students who may have work and family obligations that did not exist while the students were living on campus with maintaining program integrity in extraordinary circumstances.

63. Q: What if students do not regularly participate?

A: Centers should be contacting students frequently to identify and resolve, when possible, barriers to participation in distance learning. Centers should monitor student participation and, when nonparticipation is observed, centers will follow guidance provided in PIN 20-05 on unauthorized absences, when appropriate. Pursuant to PRH Change Notice 19-15, Job Corps created expanded leave and reinstatement options for students who are unable to participate effectively in distance learning but still desire to continue participating in the program. Pursuant to PRH Exhibit 2-1, if a student can effectively participate but refuses, each refusal to participate is a minor infraction and on the fifth (5) refusal during a 60 calendar day period will result in an automatic Level II infraction and Fact Finding Board.

64. Q: If the center’s approved resumption date changes due to unforeseen COVID related circumstances, how will centers treat reinstating students on Administrative Separation with Reinstatement (ASWR)?

A: ASWR, in this instance, is for students who wish to continue the program to completion, and would otherwise be willing and able to do so in person at a center, but are unable to participate effectively in distance learning for reasons outside their control. It creates a pathway to return to the program once on-center operations resume. A student who is granted ASWR must request reinstatement and return within 45 days after the

center resumes on-center operation and instruction. If an unforeseen COVID related event requires a center to change its resumption of operations date, the center can request a pause in the 45-day period. Once center operations begin again, the student's 45-day count resumes.

65. Q: In reference to PIN 20-01 “Student Distance Learning Agreements,” where should centers upload the completed agreements in CIS?

A: Completed Student Distance Learning Agreements should be uploaded to the e-Folder in the accountability tab under “other”.

66. Q: Will a student be separated from the program if he or she fails to return to campus on the scheduled date?

A: Each center is given a target student cohort size for returning students to campus.

Upon learning that the center is to resume on campus operations, the center must immediately contact students that it previously identified and prioritized for returning to campus. A student notified of a return date is expected to return on that date UNLESS the student notifies the center in advance of the scheduled return date with a justification the center determines is credible. A student failing to return as scheduled will be rescheduled for the return date of the next student cohort. That student must continue actively participating in distance learning and make daily contact with the center leading up to the new arrival date. Failure to return to campus on the scheduled return date without notice and a credible justification will result in the student's placement in Unauthorized Absence (UA) status. Additionally, each failure to contact the center will result in an UA.

Student no-shows, student delay justifications, and each failure of a student to make daily contact as required above must be documented and maintained by the center.

67. Q: If two incoming students tested negative for COVID-19 during the entrance test, can centers place both students in one dormitory room during the entrance quarantine period?

A: Double occupancy is NOT PERMITTED during the entrance quarantine period. Centers resuming operations and returning students to campus are to apply a single occupant per room standard for the initial quarantine period. Where there is inadequate dormitory space or the physical structure of the dormitory does not support single occupancy, the size of the student cohort scheduled to arrive and enter into quarantine can be adjusted to ensure that there is one student per room. Centers must inform the COR if they are reducing the cohort size due to space constraints and provide relevant details.

68. Q: After a returning student completes the entrance quarantine period and leaves a dormitory room, can the center immediately enter and begin cleaning and disinfecting the room?

A: No. Centers must leave a room untouched for at least 24 hours after a student leaves the entrance quarantine prior to entering and cleaning and/or disinfecting the room.

Job Corps Data Center (JCDC)

69. Q: Will center staff that are teleworking receive additional JCDC Tokens to access CIS?

A: Yes, JCDC ordered additional RSA tokens, which were shipped to center points of contact beginning April 8, 2020.

70. Q: Is transportation taxable or non-taxable for Spring Break?

A: Transportation is treated the same for Spring Break as it is for the Winter Break. Transportation is taxable to the students.