

March 30, 2021

**DIRECTIVE:           JOB CORPS DATA CENTER NOTICE NO. 20-170**

FROM:                   Job Corps Data Center

SUBJECT:               Combined Data Collection for Vaccination Status, Testing Supplies  
Inventory and Donation

Dear Customers,

In the past few weeks, the National Office of Job Corps, through JCDC, issued two separate data calls, one on the COVID 19 infection test inventory (JCDC Notice 20-153 released on 3/4/2021) and the other on center staff's vaccination status (JCDC Notice 20-158 released on 3/18/2021). This JCDC Notice combines the two data call into one so as to minimize centers' reporting burden and confusion. Starting this week and until further notice, the combined data call will be released weekly by every Wednesday with center completion expected by COB, every Friday. Please make sure to complete this survey weekly so that we can have one hundred percent completion rate and complete data for planning purposes.

Knowing each center's inventory of COVID-19 tests weekly will enable the National Office of Job Corps to more precisely project the number of unused and expiring rapid ID NOW tests for donation, and plan the shipment of new tests to centers as needed. The National Office will provide instructions on donation via a JCDC Notice in the coming days. Please note that, although the list of questions below includes three questions on donations, centers are not required to respond to them until donations occur. The weekly staff vaccination information will help the planning of returning active students and enrolling new students to every center in the coming weeks and months.

Please complete this data collection via the Google Forms provided by JCDC by **COB, Friday, April 2, 2021** and weekly thereafter.

<https://docs.google.com/forms/d/1iVmlAVDYKZVN-gLUucfJlbqEVfzBC0mHSBiHaqGq0gE/edit?usp=sharing>

As a reminder, centers must follow EEOC [guidance](#) when requesting vaccine information from staff. Relevant portions of the EEOC vaccine guidance concerning the American with Disabilities Act (ADA) and the Genetic Information Nondiscrimination Act (GINA) are excerpted below. If you have questions about the EEOC guidance, please reach out to your corporate human resources staff.

*K.3. Is asking or requiring an employee to show proof of receipt of a COVID-19 vaccination a disability-related inquiry? (12/16/20)*

No. There are many reasons that may explain why an employee has not been vaccinated, which may or may not be disability-related. **Simply requesting proof of receipt of a COVID-19 vaccination is not likely to elicit information about a disability and, therefore, is not a disability-related inquiry.** However, subsequent employer questions,

such as asking why an individual did not receive a vaccination, may elicit information about a disability and would be subject to the pertinent ADA standard that they be “job-related and consistent with business necessity.” **If an employer requires employees to provide proof that they have received a COVID-19 vaccination from a pharmacy or their own health care provider, the employer may want to warn the employee not to provide any medical information as part of the proof in order to avoid implicating the ADA.**

*K.9. Does asking an employee the pre-vaccination screening questions before administering a COVID-19 vaccine implicate Title II of GINA? (12/16/20)*

If an employer requires employees to provide proof that they have received a COVID-19 vaccination from their own health care provider, **the employer may want to warn the employee not to provide genetic information as part of the proof. As long as this warning is provided, any genetic information the employer receives in response to its request for proof of vaccination will be considered inadvertent and therefore not unlawful under GINA. See 29 CFR 1635.8(b)(1)(i) for model language that can be used for this warning.**

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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) is now available at [www.mcidiagnostics.com](http://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 live training webinars as needed for toxicology, HIV and Chlamydia. Please refer to the website for a schedule of current times. To obtain testing support, contact MCI’s 24/7 Client Support Department at (800) 364-7287 or [info@mcidiagnostics.com](mailto: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](mailto:Lyford.lawrence@dol.gov).