

October 8, 2009

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-24
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: Significant Incident Reporting of Cases of Epidemic Influenza

1. Purpose. To update Information Notice 09-15, "Influenza Information Update," by clarifying where and how incidents of epidemic influenza should be reported.

2. Background. Information Notice 09-15, dated September 3, 2009, informed the Job Corps community about prevention, testing, and treatment for students and staff during the upcoming influenza season, based upon the most recent recommendations from the Centers for Disease Control and Prevention (CDC). It detailed who should receive the seasonal influenza vaccine, who should receive the H1N1 influenza vaccine, and how centers should carry out the vaccination process. It provided Web resources for the most current information on influenza; and it also described how to plan for an influenza outbreak, test for and treat influenza, and educate students and staff about controlling the spread of influenza on center. Information Notice 09-15 is available on the Job Corps Community Web site, which is accessed through Citrix.

This Information Notice updates Information Notice 09-15 by detailing precisely how centers should report incidents of epidemic influenza.

3. Reference. Information Notice 09-15.

4. Action.

a. Individual cases of influenza should not be reported through the Significant Incident Reporting System (SIRS), unless the incident otherwise qualifies as

significant per PRH 5.5, R1 (i.e., flu-related hospitalization, emergency room treatment, or reaction to medication/immunization).

- b. Centers should use SIRS to keep the National and Regional Offices of Job Corps informed when H1N1 reaches epidemic proportions on center. Centers should report epidemic influenza under the primary incident code *Medical*; secondary incident code *Epidemic*; and tertiary incident code *Influenza*. For the purpose of reporting, epidemic influenza will be defined by Job Corps as cases affecting 10% or more of on-board strength (OBS).
- c. **Note: Do not document H1N1 or other flu cases in the Safety and Health Information Management System (SHIMS), as these illnesses are not compensable by the Office of Workers' Compensation Programs (OWCP).**

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov.