



DIRECTIVES:	JOB CORPS INFORMATION NOTICE NO. 21-04
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL USDA FOREST SERVICE CENTER DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS CENTER STAFF
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH AND ADMISSIONS CONTRACTORS
ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Amendment of Reporting Requirements in Instruction Notice 20-02

1. Purpose. To provide updated guidance on notification letters about positive COVID-19 tests of on-center staff and students.
2. Background. In November 2020, Job Corps published Instruction Notice 20-02, providing a “Center Checklist for COVID-19 Positive Test Results” (checklist) for determining the appropriate steps to take when coordinating with Job Corps in the event a staff member or student tests positive for COVID-19. Paragraph 9 of this checklist provided guidance for assembling a notification letter for center staff alerting them of a positive case. Subparagraphs (a) through (c) provides direction for developing a joint draft with Job Corps regional offices and securing approval from Job Corps’ national office.

Job Corps now amends paragraph 9 of IN 20-02’s checklist to remove subparagraphs (a)-(c) to provide faster notification of our center communities. Within 24 hours of learning of a positive COVID-19 test for a student or staff member who has been on center, centers should notify students and staff using the Job Corps-provided template for these notification letters with language tailored to the Job Corps community.

3. Action. IN 20-02 is amended to strike subparagraphs (a), (b), and (c) of paragraph 9 of the checklist. Job Corps regional staff will provide center staff a template for notification letters.
4. Effective Date. Effective immediately until rescinded or superseded.
5. Inquiries. Questions about the implementation of this policy guidance should be addressed to Regional Directors.