



<b>DIRECTIVES:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 21-03</b>
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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:** Protocol for Returning Non-Residential Students to On-Center Learning

1. Purpose. To develop and provide a protocol to ensure a safe return for non-residential students to on-center learning.
2. Background. Job Corps' goal is to return to full, in-person center operations as quickly and safely as possible. While the current pandemic continues to evolve, on-center learning, especially with the supports that come with it, is the best way for Job Corps' students, and its future students, to take advantage of the opportunities provided by the program. Job Corps paused in-person instruction in March 2020. Select centers began resuming center operations by returning residential students to Job Corps campuses on November 1, 2020. To date, the dedicated non-residential centers, including Philadelphia, New Orleans, Brooklyn, PIVOT, IndyPence, and Wilmington, have not yet resumed physical operations. Additionally, non-residential students have not returned to residential centers.

Job Corps is resuming physical operations at non-residential centers as well as returning non-residential students to residential centers. Centers are responsible for ensuring that risks associated with the Coronavirus Disease 2019 (COVID-19) pandemic are mitigated by implementing appropriate health and safety protocols as described below. Centers must determine vaccination status of non-residential students and provide them learning on center with an opportunity to vaccinate according to PIN 21-01, Requirements for Assessing and Offering COVID-19 Vaccination to Students.

3. Action. Center operators must ensure the efficient, effective, and safe return of non-residential students. Center operators are responsible for reviewing, updating, and

effectively implementing their Center Resumption Plans for non-residential students. Further, operators are expected to continue to monitor non-residential students' academic and training progress and make necessary adjustments and corrective actions, including adding necessary resources, to ensure satisfactory performance consistent with contract requirements and Job Corps guidance.

Centers must follow the COVID-19 protocols outlined in PIN 21-02, Change to Entrance Quarantine, Testing, and COVID-19 Mitigation Requirements for Vaccinated and Unvaccinated Students, and all applicable medical protocols (in compliance with the most up-to-date Centers for Disease Control and Prevention (CDC) requirements, state public health laws, and occupational safety and health guidance) provided to Job Corps medical, mental health, Trainee Employee Assistance Program (TEAP), and dental health providers, as well as all applicable Policy and Requirements Handbook (PRH) requirements.

All non-residential students must abide by the following (including at both residential and non-residential centers):

*Preventative measures:*

- *Vaccination:* Centers must determine vaccination status of non-residential students and provide partially vaccinated or unvaccinated non-residential students learning on-center with an opportunity to vaccinate according to the procedures in PIN 21-01. Non-residential students, including those who are fully vaccinated,<sup>1</sup> must follow all current CDC guidance to prevent the spread of COVID-19.
- *Entrance Quarantine:* Non-residential students leave centers each day, so they will not undergo the programmatic entrance quarantine.
- *COVID-19 Testing Upon Initial Entry:* Similar to Job Corps staff, all non-residential students, except those fully vaccinated with no COVID-19 symptoms, must receive a COVID-19 test no more than five days before their initial return to center. Center operators must arrange center-provided testing for incoming students. Students must be notified of their test results by phone prior to arriving on center.
- *Symptom Tracker and Attestation:* Non-residential students must complete the Symptom Tracker and Attestation daily prior to coming to center, or upon check-in on center. Centers must not use shared pens and pencils for completing the Symptom Tracker and Attestation to minimize high-touch areas that increase the risk of possible virus transmission. Similarly, centers must avoid having students use shared sign-in and attendance sheets.

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<sup>1</sup> "Fully vaccinated" has the same meaning as presently defined by the CDC.

- *Face Masks:* Failure to wear a mask, when required, is a violation of center rules (a minor infraction) under PRH Chapter 2, Section 2.5, Student Code of Conduct and Exhibit 2-1. However, while the CDC has stated that most people, including those with disabilities, can tolerate and safely wear a mask,<sup>2</sup> a narrow subset of the population with disabilities may not be able to wear a mask or cannot safely wear a mask. As it pertains to Job Corps centers, some students with disabilities or sincere religious beliefs may seek reasonable accommodation related to face mask requirements. Centers must follow existing program policies on providing accommodations, and student discipline policy must be applied consistent with whatever reasonable accommodation is granted. When eating and drinking, special attention must be paid to physical distancing based on current CDC guidance for eating and drinking in school environments.<sup>3</sup> Job Corps has issued guidance (PIN 20-12, COVID-19 Safety Requirements and Student Conduct) on student failure to follow COVID-19 safety protocols and is using progressive discipline interventions and sanctions for students who fail to comply with face mask and other COVID-19 related safety requirements.<sup>4</sup>
- *Utilizing Public/Shared Transportation:* Many students commute to Job Corps via public or shared (e.g., carpool) transportation. If the use of such transportation is necessary, centers must educate students on how to commute safely, including how to meet current CDC guidance on face mask use and physical distancing, and other instructions in CDC guidelines.<sup>5</sup>
- *Weekly screening COVID-19 testing for non-residential students:* Non-residential students present a risk of COVID-19 to the residential student body that has already undergone quarantine, where required under Job Corps' COVID-19 safety protocols. Unvaccinated or partially vaccinated non-residential students must receive weekly screening center-provided testing to mitigate this risk. Fully vaccinated non-residential students are waived from this testing requirement per CDC guidelines unless they have an exposure (15 minutes or more over a 24-hour period) with a COVID-19 positive individual or exhibit symptoms of COVID-19 and become a close contact.
- *Non-residential students must be kept separate from residential students:* During the training day while on center, residential and non-residential students must be in separate vocational and academic classrooms. Additionally, they must have separate dining and break areas, or in the alternative, use shared facilities at

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<sup>2</sup> Order: Wearing of face masks while on conveyances and at transportation hubs, Disability Exemptions to the Order, <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html> (last accessed on July 7, 2021).

<sup>3</sup> Operational Considerations for Schools, <https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/schools.html> (last accessed on July 7, 2021).

<sup>4</sup> US Department of Labor, Office of Job Corps, Policy and Requirements Handbook (PRH) Chapter 2: Student Support Services, <https://prh.jobcorps.gov/Student%20Support%20Services/2.5%20Student%20Conduct/Exhibits/Exhibit%202-3%20Menu%20of%20Progressive%20Discipline%20Interventions%20and%20Sanctions%20for%20Minor%20Infractions.pdf>.

<sup>5</sup> Protect Yourself When Using Transportation, <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html> (last accessed on July 7, 2021).

certain times of that day that will ensure they will not be in contact with residential students. Prior to a shared facility's next use by residential students, the center must take any steps necessary (such as cleaning) to minimize risk of transmission in the event that a non-residential student has COVID-19 while using the shared facility. Non-residential students must not use the shared recreational or other facilities. If smoking is permitted on center, non-residential students must have their own smoking areas. The center must ensure that they have the necessary space to ensure the separation required prior to returning any non-residential students. In accordance with contract provisions, vendors must promptly alert DOL of any substantial increase in costs resulting or expected from the mandates in this PIN.

*If a student develops symptoms or tests positive while on center:*

- *Isolation and Isolation Space:* If a student develops symptoms consistent with COVID-19 or tests positive for COVID-19 while on center, the student must be immediately isolated on center until transportation can be provided. Center staff must advise the student on safety precautions and options for at-home isolation.
- *Transportation must be arranged for at-home isolation.* Symptomatic students and/or students who have tested positive for COVID-19 must not be assigned to public transportation. Students may leave in a personal vehicle. Centers must provide transportation if a student does not have access to a personal vehicle. If center transportation must be provided, the center driver must wear complete personal protective equipment (PPE) (i.e., N95 respirator, gloves, and disposable isolation gown), unless the driver cannot safely do so because of a disability, and the vehicle must be large enough to provide at least 6 feet of physical distance between individuals. The vehicle must be sanitized after transport. In accord with contract provisions, vendors must promptly alert DOL of any substantial increase in costs resulting or expected from the mandates in this PIN.

*If a student has an identified close-contact exposure (CCE) or develops COVID-19 symptoms at home:*

- *At-home quarantine:* Non-residential students with an identified CCE COVID-19, as defined in current CDC guidance,<sup>6</sup> must notify the center's Health and Wellness staff. They will be instructed to follow the Job Corps quarantine policy in alignment with current CDC guidelines (see PIN 21-02) for fully vaccinated, partially vaccinated, and unvaccinated persons.
- *At-home isolation:* Students who develop symptoms should be tested as soon as possible using a referral to a personal health care provider, a testing site in the community, or on center if arranged in advance. If testing is to occur on center, the center may arrange for transportation to the center to ensure student safety. To

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<sup>6</sup> "Close contacts" are defined by the CDC in the following and other related guidance on the COVID-19 pandemic: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/tell-your-contacts.html>.

minimize exposing others to the virus, symptomatic students should not take public transportation to COVID-19 testing sites. Students with a confirmed positive COVID-19 test must not come to the center. If the center's Health and Wellness Center did not provide the test, non-residential students must be instructed to notify Health and Wellness Center and follow isolation protocols as outlined in the Job Corps isolation policy, which is consistent with CDC guidance. Clearance from a health care provider or a negative test is not required for discontinuation of isolation. Isolation may be discontinued in accordance with CDC's guidance on Ending Home Isolation for Persons with COVID-19 Not in Healthcare Settings.<sup>7</sup>

Within three business days, centers must review and submit Non-Residential Student Addendums to their approved Center Resumption Plans to the appropriate regional office that includes the measures provided in this PIN and obtain regional approval before returning non-residential students. Specifically, each center's Non-Residential Student Addendum must address the following:

*Preventative measures:*

- Determination of student vaccination status of non-residential students and offer opportunity to vaccinate
- COVID-19 testing upon initial entry
- Symptom Tracker and Attestation
- Face masks and physical distancing
- Utilizing shared/public transportation
- Weekly screening COVID-19 testing for non-residential students
- COVID-19 testing of all vaccinated non-residential students who are close contacts of someone with COVID-19 or who exhibit symptoms of COVID-19
- Separation of residential and non-residential students

*If a student develops symptoms or tests positive while on center:*

- Isolation and isolation space
- Transportation

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<sup>7</sup> Centers for Disease Control and Prevention, Ending Home Isolation for Persons with COVID-19 Not in Healthcare Settings, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html> (last accessed on July 7, 2021).

*If a student has an identified CCE exposure or develops COVID-19 symptoms at home:*

- At-home quarantine
- At-home isolation

Centers must submit plans to the appropriate regional office, which will ensure that the updated plans are reviewed and approved by the appropriate Contracting Officer's Representative (COR) and Contracting Officer (CO). These plans must describe any additional costs and resource needs created by the requirements of this PIN.

The CO, in conjunction with the COR and Regional Office, will review the plans and, within five (5) business days of receipt, notify the center in writing of DOL's determination regarding the submitted Non-Residential Student Addendum (approval to return non-residential students, rejection, or request for more information), with a copy to the national office leadership team.

4. Effective Date. Effective immediately until rescinded or superseded. The Office of the Senior Procurement Executive will issue a Change Order simultaneously with this PIN by Job Corps.
5. Inquiries. Questions about the implementation of this policy guidance should be addressed to the appropriate Contracting Officers' Representative.