



June 15, 2022

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 21-12
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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
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Consolidation of Job Corps' COVID-19 Policies and Alignment with Centers for Disease Control and Prevention (CDC) Guidance for Institutions of Higher Education (IHE)

1. Purpose. To inform the Job Corps community of updated COVID-19 guidance to align with the CDC guidance for IHEs, as well as consolidate and rescind previous policy guidance documents.
2. Background. Since the beginning of the pandemic, Job Corps has prioritized the health and safety of staff and students by implementing COVID-19 safety protocols and issuing guidance to align with the recommendations provided by the CDC. Job Corps has released policy guidance to address the safe return of students, mitigate transmission of COVID-19 through masking, quarantine, and isolation procedures, and has continued to monitor and address safety concerns across campuses. Job Corps remains committed to providing the safest learning environment possible during the COVID-19 pandemic and will continue to implement and enforce appropriate measures to reduce COVID-19 transmission risk on Job Corps campuses. This PIN aligns Job Corps with CDC guidance for IHEs and consolidates and rescinds previous guidance, when applicable.
3. Action. Center operators are to ensure that this Program Instruction Notice (PIN) is distributed to all appropriate staff, informing them of the below guidance. In addition, in situations of a COVID-19 outbreak, center operators must contact their Regional Office for additional guidance regarding COVID-19 transmission mitigation strategies.

Center Plans

- Center operators must update or develop *Center Plans* to align with this guidance and approved on-board strength targets, including consideration for residential and non-

- residential populations served and vaccination status. These plans must be submitted to the relevant Contracting Officer's Representative (COR who will be responsible for reviewing and approving the plans (once the plan is satisfactory to DOL), in coordination with the cognizant Contracting Officer if and as necessary). Regional Directors will coordinate with the COR to complete the review of the plans promptly.
- Once the plans are approved, CORs will notify the National Office. The National Office will coordinate with Job Corps Acquisition Services in the Office of the Senior Procurement Executive to inform the center operators of approved plans.

Mask-Wearing

- Job Corps centers must comply with Department of Labor's (DOL) masking requirements located at <https://www.dol.gov/coronavirus/masking>. The Job Corps community is encouraged to continue to wear masks, as appropriate, especially those who are immunocompromised or those with complex medical conditions. CDC recommends that people who are at increased risk of severe illness should consider taking extra precautions even when the COVID-19 Community Level is low. When the COVID-19 Community Level is medium or high, these precautions can include properly wearing well-fitting masks and getting tested before gathering.
- With the exception of health and wellness staff as discussed below, DOL masking requirements apply to all Job Corps staff and students. In instances of outbreaks¹, Job Corps center operators must contact their Regional Office for guidance on additional COVID-19 transmission mitigation strategies.
- Center health and wellness staff and the wellness facility must comply with CDC guidance for Managing Health Care Personnel [Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#).

Quarantine, Isolation, and Contact Tracing

- Center operators must follow the quarantine and isolation protocols outlined by the CDC for Institutions of Higher Education (IHE), for all students (residential and non-residential) and staff.
- Center operators must conduct prompt contact tracing in accordance with the CDC IHE guidance.

Social/Physical Distancing

- Center operators must follow the protocols outlined by the CDC for IHEs.

Testing for COVID-19

- Center operators must follow the CDC diagnostic testing guidance for IHEs.

¹ Outbreak is defined as "one or more students in the general student body are diagnosed with COVID-19 post initial (arrival) quarantine and second test results OR two or more staff in the same work area are diagnosed with COVID-19 within a 2-week time frame." See [Managing Investigations During an Outbreak](#).

- Center operators must follow the CDC guidance for COVID-19 screening, informed by COVID-19 community levels.²

COVID-19 Health Checks

- Center operators are responsible for ensuring all students on a daily basis complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). Job Corps centers will use this information to assess the individual's risk level and determine whether the individual should be tested for COVID-19, quarantine, or isolate on or off-campus.

Vaccination Data Collection

- Center operators must continue to track vaccination status of students, including collecting data to determine those who are up to date³ with vaccination and entering student COVID-19 vaccination data into the CIS Health e-folder and Student Health Record.
- Center operators will continue to use Attachment A- *Student COVID-19 Vaccine Certification, Authorizations, and Acknowledgements and Testing Consent*.

Vaccinations

- Job Corps center operators must continue to offer and promote COVID-19 vaccination and educate staff and students regarding up to date status. Center operators must support/facilitate access to vaccination, to include primary series and boosters, when eligible. If the vaccination site is off-center, center operators must safely transport students to receive vaccination and return them to center.
- For students who choose vaccination, center operators must arrange for them to receive vaccinations to remain up to date. Center operators must develop a tracking system to identify students in need of follow-up doses, including for the primary series and boosters, as indicated.
- If a current on-center student declines to be vaccinated or declines to answer as to vaccination status, center operators must inform them that they must follow requirements for those who are not fully vaccinated.
- For each student who indicates they have received COVID-19 vaccines or whose vaccine status has changed, the center staff must obtain documentation of the status. Center operators may verify vaccination status in one of three ways:
 - CDC-issued vaccination card or other government-issued proof.
 - Obtain medical records from health provider who administered vaccine.
 - Immunization Information System (IIS) a state-based system that tracks vaccinations.

² CDC, *Overview of Testing for SARS-CoV-2, the virus that causes COVID-19*, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-overview.html> (last updated February 11, 2022).

³ CDC defines “up to date” as “a person has received all recommended doses in their primary series of COVID-19 vaccine, and one booster dose when eligible.” CDC, *Stay Up to Date with Your COVID-19 Vaccines* available at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html#:~:text=Up%20to%20date%20means%20a,one%20booster%20dose%20when%20eligible>. (last updated March 30, 2022)

- For current students, center operators must request that they (or a parent/guardian, if the student is a minor) complete an updated “Authorization to Release Health-Care Information” authorizing the release of updated immunization records to the center (attached to PIN 14-33, Authorization to Release Health-care Information), or a provider specific form authorizing the release of records.
- Center operators must ensure that staff handle vaccine records consistent with the storage and confidentiality requirements of Policy and Requirements Handbook (PRH) Chapter 2 Appendix 202, “Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information” and the requirements of 29 CFR 38.41(3).

Reasonable Accommodations

- Center operators must continue to follow existing program policies on providing reasonable accommodations for individuals unable to comply with COVID-19 policy requirements due to disability and/or sincerely held religious belief, practice, or observance.
- Center operators must ensure that any individuals seeking exemptions from COVID-19 safety requirements due to pregnancy, childbirth, or related medical conditions, including childbearing capacity, are not discriminated against compared to others similar in their ability or inability to work or participate in Job Corps. Thus, to the extent that reasonable accommodations or modifications are provided for other similarly situated students or staff members, a pregnant student or staff member may also be entitled to accommodation or modification.

Cleaning and Disinfecting Facilities:

- Center operators must follow Maintaining Healthy Environments & Cleaning and Disinfecting guidance for IHEs.⁴

PIN Rescissions: The following PINs are no longer in effect:

- PIN 20-08
- PIN 20-11
- PIN 21-01
- PIN 21-02
- PIN 21-03

In the event of evolving CDC guidance for IHEs or any other Department of Labor relevant guidance, Job Corps will implement changes as soon as operationally feasible. Contractor staff shall continue to follow Job Corps Acquisition Services Contractor Guidance 2021-05, Job Corps Contractor Vaccination Status, to include all Revisions.

⁴ CDC, Guidance for Institutions of Higher Education (IHEs), available at https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#anchor_1643911095938 (last updated on February 7, 2022)

4. Effective Date. Immediately until rescinded or superseded. JCAS will issue a change order simultaneously to incorporate this PIN and its requirements into center operations contracts.
5. Inquiries. Inquiries of a program nature should be directed to the COR. Inquiries of a contractual nature should be directed to the Contracting Officer.
6. Attachments:
Student COVID-19 Vaccine Certification, Authorizations, and Acknowledgements and Testing Consent.