**Job Corps Center Re-Entry Minimum Expectations**

**During Job Corps’ Spring Break & Distance Learning Status**

## 

## Objective: This document provides guidelines for Job Corps Center operators to use in preparing Centers for re-entry of students after responding to the COVID-19 pandemic. It should serve as a supplement to the Center’s Pandemic Response Plan and will ultimately be a part of the Center’s overall plan to phase-in students back to the Job Corps Center.

Job Corps Centers cannot return students to campus until the state and local restrictions regarding “Shelter In Place” have been lifted and the proper COVID-19 testing capacity is in place. Medical, Mental Health, TEAP, and Oral Health protocols, along with COVID-19 testing policies and procedures, will be standardized by the National Office of Job Corps for implementation throughout the Job Corps program and will be released to all centers and operators when available. All other preparations are the responsibility of the operator.

## Students will return to campus incrementally through a thoughtful, phased approach. Guidelines for operators to consider regarding the student phase process is being provided in a separate document and should also be incorporated into the Center’s overall reopening plan. But, before the first students return, each operator must ensure the Center has achieved certain minimum requirements or milestones that reflect a readiness to provide a safe environment. While each Center has unique features and needs to be reflected in reopening plans, considerations for a return to operations will likely include similar features.

## The following is a list of minimum requirements that must be met by area, before a Job Corps Center can begin the first phase of returning students to the campus.

## Administrative:

| Task | Description | Status |
| --- | --- | --- |
| Social Distancing Plan | Establish guidelines and expectations regarding new rules, processes and cultural norms related to social distancing, PPE and face covering requirements, cleanliness / sanitation, meetings / gatherings and related behavior; include consequences for non-compliance; plan must adhere to [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html). |  |
| Staff Training | Provide documented staff training on the Social Distancing Plan. |  |
| Student Training | Provide documented student training on the Social Distancing Plan. |  |
| On-Going Training | Develop a process to stay well-informed of new guidelines (local, state and federal) being issued and an on-going training plan to continually educate and reinforce expectations and requirements with students and staff. |  |
| Access Control | Establish access control procedures for staff, students and visitors (e.g. temperatures taken, health questionnaires, face coverings); develop a specific plan to manage Center access for non-resident students. |  |
| Center Closure Plan | Develop a Center Closure Plan that will be implemented if a Center has a COVID-19 outbreak or if the local area is ordered to shelter in place; the following should be incorporated into the plan, at a minimum; communication plan for families, community partners and local agencies, etc.; transportation plan to move students off center; securing or shipping student belongings; quarantine / isolation plan for students that are COVID-19 positive or symptomatic but can’t leave; housing and supervision plan for students that can’t leave (e.g. homeless); minimum staff coverage plan. |  |

## Facilities:

| Task | Description | Status |
| --- | --- | --- |
| Usage | Determine the facilities and spaces on campus that will be used; close buildings and spaces that will not be needed to serve the first phase of students. |  |
| Occupancy | Determine the new occupancy limits of buildings and rooms; remove excess furniture to accommodate social distancing; account for any property relocation. |  |
| Modifications | Install Plexiglass shields in high traffic areas (e.g. Finance, Food Services, Wellness, RA Offices, Student Store, etc.) |  |
| Cleaning and Sanitation Plan – Prior to Opening | Document the cleaning and sanitizing, in accordance with [CDC guidelines](https://www.cdc.gov/healthywater/emergency/cleaning-sanitizing/index.html), of the spaces that will be open and in use by students and staff. |  |
| Cleaning and Sanitation Plan – On-Going | Establish an on-going, [CDC guidelines](https://www.cdc.gov/healthywater/emergency/cleaning-sanitizing/index.html) compliant, cleaning and sanitation plan for all areas open for use; ensure a specific focus on high use/contact areas such as doorknobs, light switches, keyboards, etc. |  |
| HVAC Maintenance | Inspect HVAC filters, ensure Preventative Maintenance has been completed, and frequent cleaning and filter changing procedures implemented; install [CDC-recommended](https://www.cdc.gov/coronavirus/2019-ncov/php/cooling-center.html) HVAC filters wherever possible. |  |
| Water Fountains | Shut down all public water fountains. Replace with sensor water station and/or provide bottled water throughout center. |  |
| Outdoor Waiting Areas | Establish outdoor waiting areas to accommodate social distancing. Acquire tents for use in these areas during inclement weather. |  |
| Student Store / Vending Machines | Ensure Student Store and vending machines are stocked with diverse items, especially personal hygiene items, since off-center trips will be suspended. If capability allows, ensure debit card readers in the student store and vending machines. |  |
| Smoking Areas | Establish smoking area guidelines that will ensure student spacing or limited access to ensure social distancing; consider becoming a smoke-free campus. |  |
| Signage | Ensure sufficient signage in buildings and on campus regarding safe practices, traffic flow, separate egress for in/out, occupancy limits, PPE requirements, etc. |  |

## Health and Wellness Services:

| Task Area | Description | Status |
| --- | --- | --- |
| Medical Protocol | Must have plan to meet all six sections of the medical protocol:   * General Health and Wellness Center Procedures * Pre-Arrival Screening * Transportation and Arrival * Quarantine and Isolation * Post-Quarantine Procedures * Response to Positive COVID-19 Testing |  |
| Alternate Health and Wellness Area | Establish an alternate Health and Wellness triage area on-Center to accommodate students who may be exhibiting COVID-19 symptoms. |  |
| COVID-19 Information-Center | Create a COVID-19 Information Center for students to utilize. Provide continued information regarding COVID-19 and the Center safety plan regarding COVID-19. Automate the distribution of this information. |  |
| Alternate Meeting Locations | Establish alternate meetings areas in locations outside of the Wellness Center to reduce traffic (e.g. TEAP sessions, MH Training, Anger Mgt Groups, etc.) |  |

## Food Services:

| Task Area | Description | Status |
| --- | --- | --- |
| Dining Options | Expand meal times to maintain social distancing; eliminate seating to promote social distancing; add additional seating options (e.g. exterior tables, other locations); consider alternate meal options (e.g. “grab-and-go” bagged lunches or on-center meal delivery). |  |
| Cleaning Procedures | In accordance with [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) establish cleaning protocols for seats, tables and high touch areas; frequently disinfect beverage machines. |  |
| Self-Serve Stations | Eliminate or develop a plan to staff salad bars, self-serve stations, beverage stations and buffet-style meals to minimize the possibility of contamination. |  |
| Handwashing Station | Install a handwashing station and/or hand sanitizer stations at the entry and exit doors in the dining facilities |  |
| Limiting Access | Limit non-Food Services staff access to kitchen; strictly limit access to food preparation areas. |  |
| Plan for Feeding Isolated students | Establish food delivery plans for students in isolation or quarantine. |  |

## Residential Living:

| Task | Description | Status |
| --- | --- | --- |
| Limit Dorm Room Occupancy | Establish dorm room occupancy limits of 1 or 2 students per room to promote social distancing. |  |
| Dorm Policies | Establish and implement no room / dorm visitations from other students; ensure laundry room / common area usage plans are developed to support social distancing. |  |
| Dormitory Thermometers | Ensure there are thermometers in each dorm wing/area to promote health checks. |  |
| Student Temperature Checks | Check each student’s temperature during Morning Accountability Checks and upon to return to the dorm after training to monitor health. |  |

## Transportation:

| Task | Description |  |
| --- | --- | --- |
| Protective Shields / PPE | Work with GSA to install Plexiglass shields or clear tarps in vans and vehicle, for protection of both student(s) and driver against spread of the virus; require drivers to wear face coverings and gloves whenever driving. |  |
| Cleaning and Sanitation Plan – Prior to Opening | Document the cleaning and sanitizing of all vehicles that will be used by students and staff. |  |
| Cleaning and Sanitation Plan –  On-Going | All vehicles need to be disinfected and cleaned prior to and immediately after transporting students following [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html), under Transport of a PUI or patient with confirmed COVID-19) |  |
| Vehicle Occupancy Limits and Social Distancing | To ensure social distancing, establish occupancy levels for each vehicle; mark seats that must remain empty; where appropriate or remove seats if feasible. |  |
| COVID-19 Positive Transportation Plan | Develop a plan to transport COVID-19 positive students, or students with COVID-19 symptoms, from the campus to home, hospital or alternate location. |  |

## Supplies and Inventories:

| Task Area | Description | Status |
| --- | --- | --- |
| PPE Inventory for All Staff and Students | Ensure adequate inventory of PPE for Wellness staff as outlined in Job Corps PIN 19-18; ensure adequate inventory and resupply capability of staff and student PPE prior to reopening. |  |
| Cleaning / Sanitation Supplies | Order cleaning/sanitation supplies that meet current [CDC requirements](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html); ensure adequate inventory for all building and locations in consideration of more extensive cleaning/sanitation schedules. |  |
| Laundry Supplies in Dorms | Ensure proper inventory of laundry supplies and cleaning kits to sanitize washers after every use. |  |
| Spill Kits | Ensure spill kits are replenished and well stocked. |  |
| Other Inventory Items | Ensure adequate inventory of other health and safety related items such as HEPA filters systems, pulse oximeters, infrared forehead thermometers, O2 tanks and tubing with refill contracts, etc. |  |

## Operator Validation: Centers cannot return students to campus until any state and local restrictions regarding the opening of training and residential facilities have been lifted and the proper COVID-19 testing capacity, as defined by DOL, is in place. Once this occurs, it will be the expectation of each operator to conduct a formal readiness review to ensure that all the minimum requirements outlined in this plan are in place so that a safe return can be executed. Once the operator has validated that the minimum requirements have been met the Center will be considered ready for the first phase of students to return to the Job Corps Center campus. The operator will then notify the DOL to coordinate the return process in accordance with the student phase in process.