**Outreach and Admissions Guide**

**Coordination of OA and Center Services for New Students**

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

**Objective:** To provide guidance for Outreach and Admissions/Centers to prepare for scheduling and arriving new students. Students will be managing affairs and questions related to leaving home as well as experiencing issues related to the COVID-19 spread, such as anxiety, grief, loss, uncertain futures and increased symptoms of pre-existing mental health conditions. This guide offers tips and resources to help Center’s prepare for students’ returning/arriving to Centers with a coordinated approach to counseling services in the areas of mental health and education. Though input groups will be smaller it is expected that weekly arrivals will continue.

#### **Centers Determine Beds Available:**

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* Each center should determine the number of available beds to communicate to Outreach and Admissions. Capacity will likely be reduced as the number of students per room may be reduced for spacing/social distancing. Physical changes/barriers may be needed in dorm rooms.
* Centers and Outreach and Admissions will need to communicate weekly to project arrivals for upcoming weeks
* Centers will need to detail room assignments and expectations, especially if orientation rooms will be used to ensure new arrivals are symptom free for 14 days.
* Outreach and Admissions and center staff will need to communicate social distancing expectations prior to students’ arrival.
* Centers will need to schedule the safest travel options available based on location and will also need to coordinate pick up and welcome while social distancing.

**Outreach and Admissions Prioritize Applicants:**

**Conduct a Needs Assessment –** OA will need to evaluate each applicant’s needs to determine scheduling arrivals.

* Consider the applicant’s age eligibility. If an applicant turns 25 during the spring break, a waiver can be requested from the Regional Office.
* Ensure applicants are scheduled within 90 days of interview date (suspended during spring break) to prevent having to re-certify.
* Prioritize applicants who are homeless or in unsafe living situations.
* Ensure desired training program will be available.

**Welcome: Arrival, Room Assignments, Support:**

**Create a safe and supportive welcome –** Centers will need to continue a support system upon arrival to support retention.

* Career preparation and transportation staff will need to greet and transport students to the center in a safe and supportive manner. PPE and instruction should be provided prior to arrival at the center.
* Student mentors will need to support and encourage new students as well as provide a tour and reiterate the importance of social distancing.
* Residential staff will need to prepare the rooms and ensure new students have everything needed as well as complete an inventory using PPE. Students will need to be informed on safe practices for medication distribution, sign in process/accountability, cleaning assignments/expectations, student portal and laundry facilities.
* Counseling interaction will need to be priority.
* Room changes should be kept to a minimum.

**Scheduling CPP Classes and Activities:**

Each center must ensure MyPACE requirements are met and complete other necessary training/activities while mitigating potential virus spread.

* CTT hands on/shadowing activities will need to be modified (i.e. PPE will need to be individual, not shared or re-used).
* Social distancing will require work stations are distanced appropriately in classroom.
* Personal protection equipment will need to be worn in class and during other activities.
* Hand washing will need to be available.
* Group activities will need to be modified.
* Student leadership presentations/activities with CPP will need to be modified so team building activities do not include touching or close interaction.
* Staff presentations may be modified to fewer presenters or video presentations.
* Breakfast with managers/snacks etc. will need to be given individually, not buffet style.
* Wellness appointments/physicals should be scheduled individually to avoid groups of students waiting in the wellness area. \*policy modification for timeframe may have to be requested.
* TABE testing sessions will likely have to increase in number to accommodate smaller groups.
* Academic instruction may have to be virtual learning from the dorm or home to accommodate smaller class sizes to meet social distancing guidelines.
* Counseling intake and initial meeting with CMHC should be in person but dorm meetings will have to be reduced in size and support groups for new students should be moved to a separate location away from high traffic areas.
* Private meeting areas in CPP should be used for staff needing to meet with a CPP student, rather than visiting the class.
* New student off-center outings will need to be eliminated and replaced with creating on-center activities.
* Registration with one-stops can be accomplished on center if access is provided by the local office.
* New students will need to be thoroughly trained on social distancing, cleaning and sanitization policies and should sign a training sheet.
* New students and their family members will need to be informed about visitor restrictions and a room/area should be designated with PPE available.
* Cafeteria schedule will likely be modified/expanded which may require changes in the CPP schedule.

**Communication and Engagement**

Constant communication will be vital as policies and practices change. Outreach and admissions and center information sheets and flyers will need to be modified. Community partners and referral sources will need to be kept informed via email or newsletters updated regularly.

* Group applicants who have been approved for arrival in to groups and communicate with applicants regarding their arrival group even if specific dates cannot be assigned yet.
* Conduct Arrival Group virtual meetings via Zoom or other virtual meeting / video conference media.
* Encourage applicant groups to get to know each other prior to arrival.
* Conduct meeting with each arrival group every week or every other week and rotate Center staff participation to help answer applicant questions and set Center expectations.
* Utilize the material available through MPF, Job Corps Market Place, to communicate with applicants and influencers.
* Conduct virtual tours for applicants and influencers in addition to the tours available via MPF.
  + Set up a specific time for a Zoom meeting and using a mobile device walk applicants through a dorm room, a classroom, the gym and cafeteria, etc.