**Job Corps Reopening Preparedness Checklist & Guide**

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

## Objective: The opening of Job Corps Centers will be determined by the National Office of Job Corps. Once approval is given for students to return to Centers, state and local guidelines and circumstances will be taken into consideration on a Center-by-Center basis. The DOL and Humanitas will provide guidance regarding COVID-19 testing, COVID-19 illness management and other related Wellness Services in preparation for the return of students.

## This document was developed as a tool for Job Corps operators to use in preparing Centers for reopening after responding to the COVID-19 pandemic. 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 tasks, by area, that should be considered when developing Center reopening plans.

##

## Administrative:

| Task | Description | Status |
| --- | --- | --- |
| Social Distancing Plan | Guidelines and expectations must be established regarding what is allowable or not (e.g. no handshakes, hugs, touching) and the use of shared items (e.g. pens for signing logs) should be restricted; CDC COVID-19 guidelines should be followed. |  |
| Center Pandemic Plan | Follow the Center’s Pandemic Plan. Adjust as needed with Corporate and DOL guidance. |  |
| Community Partners (e.g. MOUs, WBL, community service, elected officials) | Inform community partners of the Center’s operational status; suspend partnership activity unless safety and sanitation guidelines acceptable to Job Corps are in place.  |  |
| Leave/Weekend Passes | Suspend all weekend passes until further notice. Special cases may be considered with approval of Center Director, i.e., visiting a child.  |  |
| Student Pay | Implement EFT for Student Pay. Ensure students have debit cards issued for student pay, student incentive and student store/vending machines. |  |

## Facilities:

| Task | Description | Status |
| --- | --- | --- |
| Facility Usage and Reconfiguration  | Determine the appropriate use, configuration and occupancy limitations (based on square footage) for all spaces on Center; close locations that are not needed or that cannot accommodate social distancing guidelines; install protective shields or physical barriers; remove excess furniture in all spaces on-Center to ensure social distancing guidelines; post occupancy limits; provide signage on floors, doors, etc. indicating social distancing guidelines. |  |
| Cleaning and Sanitation Plan | Sanitize the entire facility; develop schedules for cleaning on a regular basis; ensure CDC guidelines are met to ensure “high contact areas” are regularly wiped down. Adjust staffing levels and schedules to meet these requirements.  |  |
| Disinfecting Procedures | Set up several cleaning/sanitizing stations in common areas in all buildings. Establish sanitation kits for all classrooms. |  |
| Disinfecting Spray Machines | Consider installing automatic machine sprays in classrooms, residential common areas, high traffic areas, etc. |  |
| Bathrooms | Ensure bathrooms are well-stocked to enable students to practice good hygiene; establish regular (documented) cleaning, sanitizing and restocking schedules. |  |
| Water Fountains | Shut down all public water fountains. Replace with sensor water station and/or provide bottled water throughout center. |  |
| High Traffic Buildings | If possible, create traffic flow (in/out) doors in high traffic areas (e.g. Recreation, Cafeteria, Wellness, etc) |  |
| Access Control | Establish guidelines for visitor access; place signage at entry points indicating requirements (e.g. temperatures taken, health questionnaires). |  |
| Laundry Services | Verify proper function of all laundry equipment and increase access to laundry services; consider the utilization of laundry service for cleaning towels, mop heads, floor mats, etc. Develop a laundry schedule (automate if possible) to ensure capacity in these facility does not exceed social distancing allowability. |  |
| Prop Doors Open | Prop doorways open where fire safety or student confidentiality is not a concern to eliminate touching doorknobs and handles.  |  |
| Review Walkways and Access and Egress Plans | Deploy directional signage with arrow markings for to determine access and egress to walkways to specific entrances to enforce social distances; where possible establish one way in and one way out for buildings and center walkways. |  |
| HVAC Maintenance | Inspect HVAC filters, ensure Preventative Maintenance has been completed, and more frequent cleaning and filter changing procedures. |  |
| Use of Tents Where Lines Occur | Consider Installing tenting for inclement weather conditions to accommodate lines that form outside to ensure social distancing. |  |
| Student Store/Vending Machines | Ensure Student Store and Vending Machines are stocked with diverse items since off-center trips will be suspended. Ensure debit card readers are the student store and vending machines. |  |

## Health Services:

| Task Area | Description | Status |
| --- | --- | --- |
| Alternate Health and Wellness Area | Consider the establishment of 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. |  |
| COVID-19 Prevention information | Provide ongoing information about COVID-19 ways of prevention. It will be the new normal, until a vaccination is developed. |  |
| Virtual Meetings | Set up virtual meetings (Telehealth concept) with applicants and students to reduce Wellness Center traffic; ensure the process is confidential. |  |
| Alternate Meeting Locations | When possible, consider conducting meetings in locations outside of the Wellness Center to reduce traffic (e.g. TEAP sessions, MH Training, Anger Mgt Groups, etc) |  |
| Automated Messaging | Implement an automated scheduling system for Health appointments vs. the paper/pass slips. |  |
| Coordination for Contact Tracing | Prepare Staff to assist with contact tracing for future COVID-19 positive tests for staff and students. |  |
| Quarantine Zones | Identify potential quarantine zones. Develop a plan for potential set-up of the area. |  |
| COVID-19 Support Group | Work with SGA and HW to create a COVID-19 support group on campus. |  |
| Smoking Cessation Programming | Accelerate smoking cessation program; purchase smoking cessation aids. Consider the transition from Smoking to Non-Smoking Centers and/or evaluate center smoking areas to ensure they encourage social distancing. |  |
| HEALS Program | Revitalize the HEALS program with added emphasis on eating heathy, encouraging individual exercise and promoting stable mental health |  |
| Sex Education | Increase sex education programming |  |

## 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 automated system for ordering food (e.g. “grab-and-go” bagged lunches or on-center meal delivery). |  |
| Cleaning Procedures | Establish cleaning protocols for seats, tables and high touch areas; frequently disinfect beverage machines. |  |
| Self-Serve Stations | Salad bars, self-serve stations, beverage stations and buffet-style options may need to be eliminated or staffed 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 access to kitchen to non-kitchen personnel; strictly limit access to food preparation areas. |  |
| Plan for Feeding Isolated students | Establish food delivery plans for students in isolation or quarantine. |  |

## Social Development:

| Task | Description | Status |
| --- | --- | --- |
| Dormitory Thermometers  | Place thermometers in each dorm wing/area to promote health checks. |  |
| Daily Temperature Checks of Students | Check each students’ temperature during Morning Accountability Checks to monitor health. |  |
| Dorm Policies | Establish and implement no room / dorm visitations from other students. |  |
| Limit Dorm Room Occupancy | Initially (depending on dorm size) plan to reduce room occupancy to 1 or 2 students to promote social distancing. |  |
| Adjust Recreation Activities and Schedules  | Create more outdoor, spatial games; establish automated activity sign ups with size limitations; expand recreation locations; utilize virtual recreation opportunities (e.g. virtual workouts, Jackbox) etc.  |  |
| Independent Living Training  | Ensure Independent Living Training emphasizes personal hygiene issues (e.g. showering, hand washing, clothes washing). |  |
| Recreation Trips  | Initially off-center Recreational activities will be eliminated.  |  |
| Student Swim Test | Suspend water testing portion of the swim test until public pools are re-opening.  |  |
| Equipment | Ensure routine cleaning of weight rooms and recreation equipment. |  |
| Counseling Groups | Limit group size in accordance with space-consider delivering the group using technology when appropriate. |  |

## Transportation:

| Task | Description |  |
| --- | --- | --- |
| Instructions for Transportation Staff | Instruct vehicle drivers to practice regular hand hygiene, avoid touching their nose, mouth, or eyes, and avoid picking up multiple passengers who would not otherwise be riding together on the same route. |  |
| Disinfecting Supply Kits | Provide disinfecting Supply Kits in all vehicles. |  |
| Vehicle Cleaning | All vehicles need to be disinfected and cleaned prior to and immediately after transporting students following CDC guidelines. |  |
| Vehicle Occupancy Limits and Social Distancing | Establish occupancy levels for each vehicle and remove seats where appropriate to ensure adequate social distancing. When seats cannot be removed, mark seats that must remain empty. The use of larger vehicles such as vans is recommended when feasible to allow greater social distance between vehicle occupants. |  |
| Protective Screening for Vehicle Drivers | Install Plexiglas shields or clear tarps in vans and vehicle, for protection of both student(s) and driver against spread of germs. |  |
| Use of vehicles to transport symptomatic students | Alert the driver that they are being assigned to transport a symptomatic student. When transporting a confirmed or high probable COVID-19 positive passenger, it is recommended that drivers wear an N95 respirator or facemask (if a respirator is not available) and eye protection such as a face shield or goggles (as long as they do not create a driving hazard), and the affected passenger should wear a facemask or cloth face covering. Restrict transport vehicles upon return to campus until vehicle is cleaned/disinfected. |  |

## Supplies and Inventories:

| Task Area | Description | Status |
| --- | --- | --- |
| PPE Inventory for All Staff and Students | Ensure adequate inventory and resupply capability of PPE prior to reopening and ability to maintain stock.  |   |
| Medical Inventory | Ensure adequate stock of medications and that they are up to date and not expired.  |  |
| Cleaning/ Sanitation Supplies | Order cleaning/sanitation supplies that meet current CDC requirement; ensure adequate inventory for on and off-Center 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 the other health and safety related items such as HEPA filters systems, pulse oximeters, infrared forehead thermometers, O2 tanks and tubing with refill contracts, etc. |  |

## Class Schedules:

| Task | Description | Status |
| --- | --- | --- |
| Expand School Day and add Evening and Weekend courses | Modify and/or add weekday, evening and weekend to accommodate social distancing guidelines in classrooms/training areas. |  |
| Staggered Class and Break Schedules | Stagger classes and breaks to maintain social distancing. |  |
| On-Center WBL | Develop increased on-Center WBL opportunities for students. |  |
| Off-Center Training and Testing Policy | Evaluate Partners for off-Center training and testing that they meet the social distancing and disinfecting guidelines. |  |
| Sanitation Checklist in Trade Training Areas | Develop and utilize a sanitation checklist for instructors in all training/education areas to complete and sign.  |  |
| Alternate Classroom/ Training Areas | Provide alternative training options (virtual in dorm room) for students with compromised immune systems or to accommodate class space limitations; establish outdoor classrooms when possible to support social distancing requirements. |  |

## Staff Returning:

| Task | Description | Status |
| --- | --- | --- |
| Employee Handbook | Adopt addendum to the employee handbook and policies explaining expectations regarding safe practices and consequences for failure to comply. |  |
| Communicate Expectations and Changes in Advance of Return | Develop advance written communications to notify all staff of changes that will be in place upon return; document expectations and return process and schedule.  |  |
| Staff Training Regarding Cleaning, Sanitizing and PPE | Develop policies for worker protection and provide training to all staff on cleaning and sanitation expectations and guidelines on the proper use and disposal of PPE. |  |
| Staff Training on New Approaches | Train all staff on new community rules, guidelines and expectations related to social distancing and intervention techniques and consequences for student non-compliance; provide staff training on social and counseling related issues (e.g. experiencing trauma, anxiety, stress, domestic violence) to support students who are facing emotional challenges.  |  |
| Communicate EAP Availability to Staff | Communicate EAP availability for staff that may need mental/emotional support. Re-inforce the telehealth line for staff to assist with emotional health support.  |  |
| Plan for Daily Entry and Exits | Conduct daily temperature checks and COVID-19 exposure questionnaire. Document the process for staff daily entry and exit, including staggered schedules and possible remote work. |  |
| Flexible Staff Assignments | Evaluate staffing needs to support new procedures such as maintenance/custodians, food service, recreation, instructors, classroom monitors and student isolation spaces; develop a plan to re-assign staff duties and responsibilities to meet these needs. |  |
| Access to Back up Nursing Resources | Identify additional resources to maintain nursing support in case of staff illness or surge in student illness. |  |
| Pre-Screen Applicants for Center Positions | Every applicant for job interviews will receive a pre-call to determine if free of fever or other COVID-19 symptoms. Upon arrival they will have a health check and temperature check and complete a COVID-19 questionnaire. |  |

## Students Returning:

| Task | Description | Status |
| --- | --- | --- |
| Student Handbook | Adopt addendum to the student handbook and policies explaining expectations regarding safe practices and consequences for failure to comply; educate students on the changes  |  |
| Communicate Expectations and Changes in Advance of Return | Develop advance written communications to notify all students of changes that will be in place upon return; document expectations and return process and schedule.  |  |
| Prioritizing Student Returns | Develop a student return plan. Consider prioritizing student returns as follows:1. Students who are in high-risk environments and safety concerns exist
2. Students who reside closest to the Center
3. Students closest to finishing the program
4. Students who have the most need for hands-on training (may have completed academic and HSE/HSD requirements)
5. Return long-distance students in a later phase of reopening

Group size will be determined by social distancing, transportation availability and vehicle occupancy guidelines. Distance learning must continue for students who are not yet returned to Center. |  |
| Unauthorized Goods and Supplies | Remind students of the list of unauthorized goods and supplies for students who are returning to Center. |  |
| Keys and Room Assignments | Prepare room assignments and locker keys. Consider housing students based on CTT selection to assist with possible contact tracing. Limit room changes to the fullest extent possible upon student return.  |  |
| Off-Center COVID-19 Screening  | At point of arrival with Center transportation, all students receive a temperature check. |  |
| On-Center COVID-19 Screening | Triage students first before bringing on-site; implement screening and questionnaire at entry point; train additional staff on basic medical checks (temperature).  |  |
| Use Intake Checklist | Conduct student return questionnaire developed by Humanitas to assess health and emotional wellbeing of student.  |  |
| Plan for managing daily entry of students | Develop plan for management of co-enrolled and non-resident students that come and go from the Center daily.  |  |
| TEAP Intervention strategies | TEAP to meet with students immediately after return to reinforce intervention strategies and relapse prevention. |  |
| Washing of student clothing upon return | As part of student intake process all clothing must be washed. |  |

## Readiness Review:

After a plan is created and once State, Local, and DOL requirements are known, it is important that the reopening plans be reviewed again for compliance with requirements. A formal readiness review is recommended to ensure that all inventories and prerequisites outlined in the plan are in place so that a safe return can be executed.