**{Operator Letterhead}**

Date: XXX

To: XXX Regional Director

From: {Operator}

Subject: **Resumption of Physical Operations for XXX Job Corps Center, Phase One**

{Operator} is pleased to submit this plan for the Resumption of Physical Operations for the XXX Job Corps Center. This plan details the implementation of health and safety precautions in key areas of operations in preparation for the reentry of students. This plan adheres to the guidelines provided in the Job Corps Center Resumption of Physical Center Operations Plan Checklist for Center Operators Following COVID-19. After a thorough assessment of XXX Job Corps Center we have created an approach for student reentry which recognizes the health, safety concerns and requirements unique to our center, our student population, our staff and the community.

As the operator of XXX JCC, we validated the readiness through formal inspection and close coordination with our center management team. Our campus grounds and facilities reflect a readiness to provide a safe and secure living and learning environment. Due to the challenges at hand, we understand the importance of proceeding with care. For that reason, we are implementing phased approach for student reentry that will allow us the flexibility needed to refine systems through each phase, until normalcy is reached. Throughout each phase, we are committed to sharing information across centers and operators.

At the end of Phase One, we will conduct a needs assessment which will validate readiness, prior to moving to Phase Two. The needs assessment (s*ee Appendix*) will be shared across operators to provide each center and center operator with valuable information necessary to ensure a safe and secure reentry of students. Upon completion of the needs assessment and making any necessary adjustments, the Center will enter Phase Two (Cohort 2) no sooner than 21 days but within a 30-day period.

Thank you, in advance, for your review of our plan.

{Operator Signature, Title}

**Introduction:** This plan is intended to provide an overview of the XXX Job Corps Center’s preparedness and plan for the resumption of physical operations and student reentry.

**Preparedness Overview:** The XXX Job Corps Center has established and defined a safe, multi-faceted, phased-in approach to allow for the return of students to the Job Corps Center campus. The following questions are answered based on the projected reentry date of Phase 1, Reentry Cohort.

1. Has your Center’s state and local Shelter in Place restrictions been lifted?

|  |  |
| --- | --- |
|[ ]  **Yes** |[ ]  **No** |

1. Does your Center have access to COVID-19 testing in the local area?

|  |  |
| --- | --- |
|[ ]  **Yes** |[ ]  **No** |

|  |  |
| --- | --- |
|[ ]  **Yes** |[ ]  **No** |

1. Will your Center have the required inventory of PPE according to JC-PIN 19-18, issued April 29, 2020, by the date of student return?
2. Will the Center have an adequate inventory of sanitizer, disinfectant, and cleaners that meet CDC Guidelines by the date of student return?

|  |  |
| --- | --- |
|[ ]  **Yes** |[ ]  **No** |

1. Has Center staff returned to work? If “yes”, indicate first date staff returned to center: \_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
|[ ]  **Yes** |[ ]  **No** |

|  |  |
| --- | --- |
|[ ]  **Yes** |[ ]  **No** |

1. Has Center staff been trained on the Center’s new medical protocols, norms, rules and expectations?

**Administrative and Facility Preparation Actions Taken:** Below is a brief summary of the administrative and facility actions taken in the identified areas to prepare the center for the reentry of students.

**Area: Administrative**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| Contact with Local Jurisdictions | Establish and maintain communication with local and state authorities to determine current mitigation levels and COVID-19risks in the center’s area. |
| **Center Plan and Actions** |  |
| Social Distancing Plan | Establish written guidelines explaining the below requirements.• Face coverings are required in offices and shared work areas.• No handshakes, hugs, or touching is allowed.• The use of shared items (e.g. pens for signing logs) should be limited.• Keep personal belongings separate from those of others.Follow CDC COVID-19 guidelines. |
| **Center Plan and Actions** |  |
| Center Culture | Develop and provide staff training on center safety protocols, including physical distancing.Develop and provide a structured student orientation program and/or class for returning students.Develop and distribute information to reinforce the importance of proper hand washing, how to cover coughs and sneezes, and the proper use, removal and cleaning of face coverings.Develop a student return plan that identifies how the center will gradually return all students using a phased in approach and prioritizes:* Students who are in high-risk environments and safety concerns exist.
* Students who reside closest to the center.
* Students closest to finishing the program (75% percent CTT complete with HSD/HSE or CTT complete and HSD/HSE pending).
* Students who have the most need for hands-on training (may have completed academic and HSE/HSD requirements).
* Students struggling with distance learning who may be at risk of leaving the program.
* Students in leadership positions.
* Students that are non-residential.

Return long-distance students in a later phase of reopening.Group size will be determined by physical distancing, transportation availability and vehicle occupancy guidelines. Begin by assuming that students could return to a center in three waves or cohorts and adjust the number of returning students in each cohort based on center specific conditions, as necessary. The numbers in each cohort must be set out in the center’s plan.Distance learning must continue for students who are not yet returned to center. |
| **Center Plan and Actions** |  |
| Center Pandemic Plan | Review and revise, as needed, the center’s pandemic plan to incorporate current CDC and DOL/OSHA guidance. |
| **Center Plan and Actions** |  |
| Community Partners (e.g. MOUs, WBL,community service, elected officials) | Inform community partners of the center’s operational status.Suspend partnership activity until the center can establish that adequate health and safety protocols are in place to ensure student safety.* Develop a process for submitting written partnership activity requests that include how student health and safety is protected to Job Corps’ regional office for approval.
 |
| **Center Plan and Actions** |  |
| Leave/Weekend Passes | Suspend all weekend passes and off-center leave until notified by Job Corps that the suspension is lifted.* The expected maximum period for suspending passes is 90 days. The appropriate number of days is to be determined by each center in light of health and safety concerns, state and local health conditions and recommendations, and the impact of suspension on center culture.
* Create a process for receiving and processing special off- center leave and weekend pass requests.
 |
| **Center Plan and Actions** |  |
| Student Pay | Minimize contact during the process for issuing student pay/allowances.* Implement an electronic funds transfer (EFT) system for all student pay and allowances.
* Ensure students have debit cards issued for student pay, student incentive and student store/vending machines.
 |
| **Center Plan and Actions** |  |

**Area: Facilities Management**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| Facility Usage and Reconfiguration | Ensure that the facility supports physical distancing of at least 6 feet, or as otherwise required or recommended by CDC.* Determine the appropriate use, configuration and occupancy limitations (based on square footage) for all spaces on the center.
* Close locations within centers that are not needed or that cannot accommodate physical distancing guidelines.
* Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
* 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.
 |
| **Center Plan and Actions** |  |
| Cleaning and Disinfecting Plan | Require cleaning and disinfecting of the entire facility consistent with OSHA and CDC guidance.* Routine cleaning of areas unoccupied for 7 or more days is needed. Maintain existing cleaning practices for outdoor areas. See [https://www.cdc.gov/coronavirus/2019- ncov/community/cleaning-disinfecting-decision-tool.html](https://www.cdc.gov/coronavirus/2019-%20ncov/community/cleaning-disinfecting-decision-tool.html)
* Develop and document schedules for daily and hourly cleaning and disinfecting.
* Adjust staffing levels and/or schedules to execute cleaning requirements and schedules.
* Ensure CDC guidelines are followed for “high contact areas” by requiring that these surfaces be frequently by regularly wiping down these surfaces. Door handles, sink handles, grab bars, hand railings, bathroom stalls, dining hall tables should be cleaned and sanitized at least daily or between uses, as much as possible. Shared equipment, tools, computer equipment, desks should be limited when possible, or cleaned between use.
* Consult EPA’s list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection of these surfaces throughout the day is necessary to reduce exposure.
* Soft and porous materials like carpet, rugs, or material in seating areas should be cleaned or laundered, as appropriate. Disinfect these materials if appropriate products are available.
 |
| **Center Plan and Actions** |  |
| Disinfecting Procedures | Disinfecting is done using an EPA-approved disinfectant.* If an EPA-approved disinfectant is unavailable, use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Bleach solutions will be effective for disinfection up to 24 hours. See Cleaning and Disinfecting at [https://www.cdc.gov/coronavirus/2019- ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-%20ncov/community/disinfecting-building-facility.html)

Establish several cleaning and/or sanitizing stations in common areas in all buildings.Establish sanitation kits for all classrooms. |
| **Center Plan and Actions** |  |
| Disinfecting Spray Machines | Install automatic machine sprays in classrooms, residential common areas, high traffic areas, etc. (recommended but not required). |
| **Center Plan and Actions** |  |
| Bathrooms | Provide adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol (when supplies are available), paper towels, tissues, disinfectant wipes.Replace trash cans with lids, when feasible, with no-touch/foot pedal trash cans.Establish cleaning, sanitizing and restocking schedules that are written and require documenting actual cleaning dates and times. |
| **Center Plan and Actions** |  |
| Water Fountains | Eliminate the use of common or public water fountains.* Replace common water fountains with sensor water stations.
* Provide students access to refillable water bottles and/or provide bottled water throughout center.

If water fountains cannot be completely eliminated, they must be regularly cleaned and sanitized according to a schedule, and staff and students must be encouraged to bring their own water to minimize use and touching of water fountains.* Fountains that have been shut-down since March 2020 or a prolonged period must be inspected for safety before they can be used.
* If water systems have been completely offline they should be flushed and inspected for safe use.
 |
| **Center Plan and Actions** |  |
| High Traffic Buildings | Regulate traffic patterns to support maintaining physical distance.* Evaluate traffic patterns.
* Use signage to create “one-way routes” and otherwise identify traffic directions and/or patterns.
* Create traffic flow (in/out) doors in high traffic areas (e.g., recreational areas, cafeterias, health and wellness unites), where possible.
* Provide physical guides, such as tape or decals on floors or sidewalks and signs on walls, to ensure that students and staff remain at least 6 feet apart.
 |
| **Center Plan and Actions** |  |
| High Touch/High Risk Areas | Clean and sanitize high touch and high-risk areas at least daily or between uses, as much as possible.Use of shared equipment, tools, computer equipment, and desks should be limited when possible, or cleaned between uses. |
| **Center Plan and Actions** |  |
| Review Walkways and Access and Egress Plans | Use 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. |
| **Center Plan and Actions** |  |
| Access Control | Control access to the center to minimize the risk of introducing health hazards.* Establish guidelines for visitor access that include screening for temperature and COVID-19 symptoms.
* Place signage at entry points describing the screening process and/or requirements (e.g., taking temperatures using a no-touch method, and using COVID related health screening questions)
 |
| **Center Plan and Actions** |  |
| Laundry Rooms and Laundry Services | Develop a laundry schedule (automated, if possible) to ensure capacity in these facility does not exceed what social distancing allows.Ensure that laundry equipment is functioning properly.Maintain access and adequate supplies to laundry facilities to help prevent spread of infection.Provide disposable gloves, soap for washing hands, and household cleaners and EPA-registered disinfectants to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.Post guidelines for doing laundry such as washing instructions and handling of dirty laundry.Use a laundry service to clean towels, mop heads, floor mats, etc., when possible. |
| **Center Plan and Actions** |  |
| HVAC Maintenance | Inspect HVAC filters, complete preventative maintenance, and create a schedule for frequent cleaning and filter changes.Increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility. See Maintaining Healthy Environments at[https://www.cdc.gov/coronavirus/2019-ncov/community/colleges- universities/considerations.html](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-%20universities/considerations.html) |
| **Center Plan and Actions** |  |
| Use of Tents Where Lines Occur | Install tenting for inclement weather conditions to accommodate lines that form outside to ensure social distancing (recommended but not required). |
| **Center Plan and Actions** |  |

**Area: Health Services**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| Alternate Health and Wellness Area | Establish an alternate Health and Wellness triage area on the center to accommodate students who may be exhibiting COVID- 19 symptoms (recommended but not required). |
| **Center Plan and Actions** |  |
| COVID-19 Information Center | Create a COVID-19 Information Center for students to utilize.Create a communications strategy for continually providing information regarding COVID-19 and the center’s COVID-19 safety plan.* Use multiple communication channels to ensure students obtain the information in a way that they are most likely to review and/or comprehend the information. This may include automated messaging (test and/or email), print, oral presentations, posters, and other means.
 |
| **Center Plan and Actions** |  |
| COVID-19 Prevention Information | Provide ongoing information about COVID-19 ways of prevention. It will be the new normal, until a vaccination is developed. |
| **Center Plan and Actions** |  |
| Minimize Traffic in Health and Wellness Centers | Provide alternatives to travelling to the wellness center that protect student privacy and confidentiality.* Use virtual meetings (this is not authorization to purchase tele-med or tele-health platforms) with applicants and students to reduce Wellness Center traffic. The platform used must comply with all HIPPA requirements (e.g., JCDC’s Sysco WebEx upon documentation of HIPPA compliance is provided).
* Conduct meetings in locations outside of the Wellness Center to reduce traffic (e.g., TEAP sessions, mental health training, and anger management sessions).
 |
| **Center Plan and Actions** |  |
| Automated Messaging | Implement an automated scheduling system for Health appointments vs. the paper/pass slips.* Describe whether you an existing system or a new system would be used. Program approval is required before a system can be purchased.
 |
| **Center Plan and Actions** |  |
| Coordination for Contact Tracing | Prepare appropriate staff to assist with contact tracing for future COVID-19 positive tests for staff and students.* Identify the staff positions/titles used to assist in any future contact tracing.
* Explain how the center will ensure that access to and use of student medical information complies with applicable federal and state privacy and confidentiality laws.
 |
| **Center Plan and Actions** |  |
| Quarantine Zones | Identify potential quarantine zones.Develop a plan for potential set-up of the area.Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting. |
| **Center Plan and Actions** |  |
| COVID-19 Support Groups/Services | Provide a student support group.* Work with the Student Government Association (SGA) and Health and Wellness to create a COVID-19 support group at the center.
* Accelerate smoking cessation programs and purchase smoking cessation aids.
* Transition from a Smoking to Non-Smoking center (recommended but not required).
* Evaluate center smoking areas to ensure they encourage social distancing.
* Revitalize the HEALS program with added emphasis on eating heathy, encouraging individual exercise and promoting stable mental health.
 |
| **Center Plan and Actions** |  |
| Health Checks | Conduct daily health checks or ask staff, and students to conduct self-checks (e.g., temperature screening and/or symptom checking). See Recognize Signs and Symptoms at [https://www.cdc.gov/coronavirus/2019-ncov/community/colleges- universities/considerations.html](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-%20universities/considerations.html) |
| **Center Plan and Actions** |  |
| COVID-19 TestReporting | Report test results using the database identified by the Job Corps. Reporting must protect PII but reporting will include the result of the COVID-19 test (positive or negative), race, sex, and state of residence (not the state where the center is located). |
| **Center Plan and Actions** |  |

**Area: Food Services**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| Dining Room and Dining Options | Expand meal times to maintain social distancing.Space seating/tables at least 6 feet apart when feasible to maintain physical distancing.Add additional seating options (e.g., exterior tables, and use other locations).Use automated food ordering systems for ordering food to maximize the use of “grab-and-go” bagged lunches and on-center meal delivery.Use disposable food service items (e.g., utensils and dishes).* If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items. See [https://www.cdc.gov/coronavirus/2019- ncov/community/colleges- universities/considerations.html](https://www.cdc.gov/coronavirus/2019-%20ncov/community/colleges-%20universities/considerations.html)

Limit access to kitchen to non-kitchen personnel and strictly limit access to food preparation areas. |
| **Center Plan and Actions** |  |
| Cleaning Procedures | Establish cleaning protocols for seats, tables and high touch areas; frequently disinfect beverage machines.* Clean between uses, when possible, or frequently clean these areas during the day.
 |
| **Center Plan and Actions** |  |
| Self-Serve Stations | Limit or eliminate the use of salad bars, self-serve stations, beverage stations and buffet-style options to minimize the possibility of contamination.* CDC recommends, if possible, serving individually plated meals (versus buffet or any self-serve stations). See [https://www.cdc.gov/coronavirus/2019- ncov/community/colleges- universities/considerations.html](https://www.cdc.gov/coronavirus/2019-%20ncov/community/colleges-%20universities/considerations.html)
 |
| **Center Plan and Actions** |  |
| Handwashing Station | Install a handwashing station and/or hand sanitizer stations at the entry and exit doors in the dining facilities. |
| **Center Plan and Actions** |  |
| Feeding Isolated Students | Establish food delivery plans for students in isolation or quarantine.Ensure the appropriate use of use of PPE. |
| **Center Plan and Actions** |  |

**Area: Social Development**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| Dormitory Thermometers | Place thermometers in each dorm wing/area to promote health checks and ask students to conduct self-checks (e.g., temperature screening and/or symptom checking). See Recognize Signs and Symptoms at [https://www.cdc.gov/coronavirus/2019- ncov/community/colleges-universities/considerations.html](https://www.cdc.gov/coronavirus/2019-%20ncov/community/colleges-universities/considerations.html) |
| **Center Plan and Actions** |  |
| Daily Temperature Checks of Students | Conduct daily health checks during Morning Accountability Checks to monitor health or ask students to conduct self-checks (e.g., temperature screening and/or symptom checking). See Recognize Signs and Symptoms at [https://www.cdc.gov/coronavirus/2019-ncov/community/colleges- universities/considerations.html](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-%20universities/considerations.html) |
| **Center Plan and Actions** |  |
| Dormitory Policies | Establish and implement “no room” dorm visitations for students.Limit Dorm Room Occupancy* Initially (depending on dorm size) plan to reduce room occupancy to 1 or 2 students to promote physical distancing.
* Install barriers between beds and bathroom sinks if maintaining 6 feet of physical distance is challenging. See Communal Spaces at https://www.cdc.gov/coronavirus/2019- ncov/community/colleges- universities/considerations.html#environments

Shared bathrooms should be cleaned regularly using EPA- registered disinfectants, at least twice per day (e.g., in the morning and evening or after times of heavy use). See Shared Bathrooms at[https://www.cdc.gov/coronavirus/2019-ncov/community/shared- congregate-house/guidance-shared-congregate-housing.html](https://www.cdc.gov/coronavirus/2019-ncov/community/shared-%20congregate-house/guidance-shared-congregate-housing.html) |
| **Center Plan and Actions** |  |
| Adjust Recreation Activities, Trips, and Schedules | Limit or eliminate activities and sports that require close physical contact. See Recreational Areas such as Activity Rooms and Exercise Rooms at [https://www.cdc.gov/coronavirus/2019- ncov/community/shared-congregate-house/guidance-shared- congregate-housing.html](https://www.cdc.gov/coronavirus/2019-%20ncov/community/shared-congregate-house/guidance-shared-%20congregate-housing.html)* Create more outdoor, spatial games.
* Expand recreation locations and utilize virtual recreation opportunities (e.g. virtual workouts, Jackbox, etc.)

Establish automated activity sign ups with size limitations.Eliminate off-center recreational activities or trips for at least 30 days.Ensure at least daily routine cleaning of weight rooms and recreation equipment.* Make cleaning and disinfecting products available for student use.
 |
| **Center Plan and Actions** |  |
| Independent Living Training | Ensure Independent Living Training emphasizes personal hygiene issues (e.g. showering, hand washing, clothes washing). |
| **Center Plan and Actions** |  |
| Student Swim Test | Suspend water testing portion of the swim test until public pools are re-opening. |
| **Center Plan and Actions** |  |
| Counseling Groups | Limit group size in accordance with space-consider facilitating the counseling groups using technology (virtually) when appropriate. |
| **Center Plan and Actions** |  |

**Area: Transportation**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| 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. |
| **Center Plan and Actions** |  |
| Disinfecting Supply Kits | Provide disinfecting Supply Kits in all vehicles. |
| **Center Plan and Actions** |  |
| Vehicle Cleaning | All vehicles need to be disinfected and cleaned prior to and immediately after transporting students following CDC guidelines. |
| **Center Plan and Actions** |  |
| Vehicle Occupancy Limits and Social Distancing | Establish occupancy levels for each vehicle and remove seats where appropriate to ensure adequate physical 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 physical distance between vehicle occupants. |
| **Center Plan and Actions** |  |
| 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. Work with GSA as needed. |
| **Center Plan and Actions** |  |
| 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 the center until vehicle is cleaned/disinfected. |
| **Center Plan and Actions** |  |

**Area: Supplies and Inventories**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| PPE Inventory for All Staff and Students | Ensure adequate inventory and resupply capability of PPE prior to reopening and ability to maintain stock. See Job Corps PIN 19-18, Projected Annual Personal Protective Equipment (PPE) Needs for Job Corps Health Staff. |
| **Center Plan and Actions** |  |
| Medical Inventory | Ensure adequate stock of medications and that they are up to date and not expired. |
| **Center Plan and Actions** |  |
| Cleaning/ Sanitation Supplies | Have adequate supplies to support healthy hygiene behaviors.* Provide cleaning supplies, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no- touch trash cans where needed.

Order cleaning/sanitation supplies that meet current CDC requirements.Ensure adequate inventory for on and off the center locations in consideration of more extensive cleaning/sanitation schedules. |
| **Center Plan and Actions** |  |
| Laundry Supplies in Dormitories | Ensure proper inventory of laundry supplies and cleaning kits to sanitize washers after every use. |
| **Center Plan and Actions** |  |
| Spill Kits | Ensure spill kits are replenished and well stocked. |
| **Center Plan and Actions** |  |
| 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. |
| **Center Plan and Actions** |  |

**Area: Class Schedules**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| Expand School Day and add Evening and Weekend Courses | Modify and/or add weekday, evening and weekend to accommodate physical distancing guidelines in classrooms/training areas, and ongoing distance learning. Coordinate with the COR about potential financial impact, if any, associated with requirement. |
| **Center Plan and Actions** |  |
| Staggered Class and Break Schedules | Stagger classes and breaks to maintain physical distancing. |
| **Center Plan and Actions** |  |
| On-Center WBL | Develop increased on-center WBL opportunities for students. |
| **Center Plan and Actions** |  |
| Off-Center Training and Testing Policy | Evaluate partners for off-center training and testing to determine whether they meet the physical distancing and disinfecting guidelines.* These facilities must be in compliance or alternate arrangements will be needed.
 |
| **Center Plan and Actions** |  |
| Sanitation Checklist in Trade Training Areas | Develop and utilize a sanitation checklist for instructors in all training/education areas to complete and sign. |
| **Center Plan and Actions** |  |
| 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 physical distancing requirements. |
| **Center Plan and Actions** |  |

**Area: Staff Returning**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| Employee Handbook | Adopt addendum to the employee handbook and policies explaining expectations regarding safe practices and consequences for failure to comply (e.g., wearing of face coverings). |
| **Center Plan and Actions** |  |
| 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, and document expectations and return process and schedule. |
| **Center Plan and Actions** |  |
| 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. |
| **Center Plan and Actions** |  |
| Staff Training on New Approaches | Train all staff on new community rules, guidelines and expectations related to physical 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, and domestic violence) to support students who are facing emotional challenges. |
| **Center Plan and Actions** |  |
| Communicate EAP Availability to Staff | Communicate EAP availability for staff that may need mental/emotional support. Reinforce the telehealth line for staff to assist with emotional health support. |
| **Center Plan and Actions** |  |
| 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. |
| **Center Plan and Actions** |  |
| 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 for reassigning staff duties and responsibilities to meet these needs. |
| **Center Plan and Actions** |  |
| Access to Back up Nursing Resources | Identify additional resources to maintain nursing support in case of staff illness or surge in student illness. |
| **Center Plan and Actions** |  |
| 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. |
| **Center Plan and Actions** |  |

**Area: Students Returning**

| **Task Area** | **Plan Requirements and Actions** |
| --- | --- |
| 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 (e.g., wearing of face coverings). |
| **Center Plan and Actions** |  |
| 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. |
| **Center Plan and Actions** |  |
| Prioritizing Student Returns | Develop a student return plan. See “Area: Administrative” above. |
| **Center Plan and Actions** |  |
| Unauthorized Goods and Supplies | Remind students of the list of unauthorized goods and supplies for students who are returning to the center. |
| **Center Plan and Actions** |  |
| 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. |
| **Center Plan and Actions** |  |
| Use Intake Checklist | Conduct student return questionnaire developed by Humanitas to assess health and emotional wellbeing of student. |
| **Center Plan and Actions** |  |
| 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).At point of arrival at with the center, all students will receive a COVID- 19 test. Students will then quarantine for 14 days on designated area on center.Students and staff should stay home if they have tested positive for or are showing symptoms of COVID-19. See Promoting Behaviors that Reduce Spread at https://www.cdc.gov/coronavirus/2019- ncov/community/colleges- universities/considerations.html#environments* Options for returning to the center include a symptom- based (i.e., time-since-illness-onset and time-since- recovery strategy) or time-based strategy or a test-based strategy.
* Use the symptom-based approach which requires that at least 3 days (72 hours) have passed since recovery. Recovery is defined as having no fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath), and at least 10 days have passed since symptoms first appeared. See https://www.cdc.gov/coronavirus/2019- ncov/hcp/return-to-work.html
* Use of the symptom approach should be discontinued if local authorities or the CDC issue different guidance.

Students and staff who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health. See Promoting Behaviors that Reduce Spread at https://www.cdc.gov/coronavirus/2019- ncov/community/colleges- universities/considerations.html#environments* Close contact is defined as physical contact with an individual at 6 feet or less for 15 or more minutes. See Public Health Guidance for Community-Related Exposure: Current guidance based on community exposure, for people exposed to people with known or suspected COVID-19 or possible COVID-19, [https://www.cdc.gov/coronavirus/2019- ncov/php/public-health-recommendations.html](https://www.cdc.gov/coronavirus/2019-%20ncov/php/public-health-recommendations.html)
 |
| **Center Plan and Actions** |  |
| 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. |
| **Center Plan and Actions** |  |
| TEAP Intervention Strategies | TEAP to meet with students immediately after return to reinforce intervention strategies and relapse prevention. |
| **Center Plan and Actions** |  |
| Washing of student clothing upon return | As part of student intake process all clothing must be washed. |
| **Center Plan and Actions** |  |

**Phase 1 (Initial) Reentry Cohort:** Because of the many variances in OBS, campus size, facility capacity, etc. there is no one-size fits all approach to reentering students to the center. The student return plan will be a phased-in approach for increasing on-center OBS. This approach is incremental in nature to foster and promote a safe, successful and efficient return of students.

The XXX Job Corps Center plans to prioritize student reentry for the first phase according to the following:

1. Leadership students—Needed to develop peer leaders and mentors who can assist with training, modeling and mentoring other students on the new center culture; and
2. Students with safety concerns—Homeless students and students with unstable or inconsistent living arrangements.

Students living in areas that are still in a Shelter in Place status or are considered COVID-19 “hot spots” will not be eligible for return to the campus until these restrictions are lifted.

|  |  |
| --- | --- |
| **Projected arrival date of Phase 1 Cohort:** | **[Enter Date]** |
| **Priority****Level** | **# of Students** |
|  | **Male** | **Female** | **Minors** |
| Student Leaders  |  |  |  |
| Homeless/Unstable |  |  |  |
| **Totals** |  |  |  |

Each Cohort will reenter adhering to cluster quarantine guidelines, in that, the reentering students will be housed in the same residential area, spend the training day (either face-to-face or virtually) as a cluster, and enjoy leisure time activities together for a 14-day period.

**Appendix: Phase 1 (Initial) Reentry Cohort—Reflection & Needs Assessment**

**Center Name**:

**Arrival date of Phase 1 Cohort**:

**Questions**

Given your reentry plan and implementation:

1. What can you list as a **best practice** or success?
2. What was challenging?
3. What changes will you make in your plan for Phase 2 Cohort?
4. What could other centers planning for reentry learn from your experience?
5. Other comments: