**COVID-19**

**Coronavirus**

**Continuity Plan for the**

**Hometown Job Corps Center**

**Closure**

**3/23/20**

# INTRODUCTION

XYZ INC. and its partner operators, recognize the importance of ensuring program continuity and performance during the pandemic outbreak. While we understand we may not be able to operate fully in a traditional Job Corps model, this plan will assist in continuing to provide for operational efficiencies to recruit, support, and initiate placement activities of applicants and students during Job Corps Center closures, while also continuing to protect staff, students and property.

# PURPOSE

This plan provides guidance to Job Corps Center Directors and OA/CTS Project Directors for maintaining essential functions and services during the pandemic outbreak and center closures. It does not replace nor supersede any DOL policies or local emergency declarations; it simply serves as a guideline to address continuity of operations aligned to the requirements set forth by the U. S. Department of Labor specific to its response to COVID-19 Coronavirus.

The plan also serves to implement workplace flexibilities in support of reducing exposure through social distancing. As such, the center director shall identify staff to manage certain functions outlined herein, and be capable of ensuring those functions can continue regardless of any order to quarantine or shelter in place.

Unless otherwise directed by DOL, all center staff will continue to be paid for their scheduled shift while teleworking or assigned to the center. Timecards will be processed based on each employees normal scheduled work hours for each payroll period.

# PAID TIME OFF

Staff may utilize accrued PTO should they not be capable of participating in telework or assigned on-center duties. PTO approvals will be submitted to the employees immediate supervisor and concurrently to the center HR manager.

# EMERGENCY CORONAVIRUS LEAVE (PENDING)

Full-time employees will be eligible for eighty hours of sick leave through the end of the year for a qualifying need. Part-time employees are eligible for an estimated number of typical hours for a part-time employee working a two-week period.  Use of emergency leave must meet the following qualifying conditions:

* Complying with a physician directive that they have COVID-19 or may threaten exposure to others;
* Caring for a family member who has been infected or may threaten exposure to others; or
* Caring for a child whose school or daycare is closed due to COVID-19 precautions.

The above qualifying needs only apply where the employee cannot otherwise perform their job while complying with the physician’s directive or caring for a family member or child.

Emergency sick leave will be provided in addition to any PTO already accrued.   PTO requests will be annotated with “Emergency Coronavirus” as the reason for the leave.   Staff who exhausted PTO and emergency leave should consult with HR for FMLA eligibility.

# COMMUNICATION

Communication to employees and stakeholders has already started. Moving forward, we will use all available technology and communication tools to provide employees and the community with information and updates. This will include:

* Phone;
* Email;
* Webex;
* Social Media; and
* Updates to the company webpage.

# REPORTING

Center directors shall provided daily reports to the DOL Regional Office, with copies to XYZ Officers. Unless otherwise directed, centers shall report:



The names of students remaining on center shall be included in the report. Centers are also to report any illnesses of staff or students on or off-center, when the information becomes available.

1. **PANDEMIC PLAN**

# Each center has adopted a Pandemic Response Plan that provides center staff with necessary information, procedures and instructions to deal with the present threat. The purpose of this plan is to provide center staff with necessary information, procedures and instructions to deal with the present threat. The plan includes specific functions for staff throughout the center.

# CONTINUITY PLAN

The essential functions of the operation will continue as long as possible while buildings remain open and operational. If one or more buildings must be closed, the remaining buildings can be used. If all buildings are ordered closed, the center must be prepared to work remotely to maintain essential functions like payroll, food services, health benefits, security, and communication, etc.

The center director in collaboration with senior management will identify critical staff to maintain center operations. To the maximum extent practical, the center shall reduce the staff population to meet essential needs and offer workplace flexibilities including online and telework opportunities.

Through volunteers or appointment, center directors shall ensure the identification of staff to fill critical positions in support of center operations, including but not limited to those functions defined below:

| **Function/Name(s)** | **Responsibilities** | **Contact Number** | **FTE(s)** | **Indicate ON or OFF Center** |
| --- | --- | --- | --- | --- |
| Center Director | Chief Coordinator |  |  |  |
| Finance & Admin | Payroll, Purchasing, Finance |  |  |  |
| Maintenance | Plant Operations |  |  |  |
| IT | Communications |  |  |  |
| Wellness | Treatment |  |  |  |
| Safety & Security | Center access and Security |  |  |  |
| Human Resources | Payroll and benefits |  |  |  |
| Food Service | Provisions |  |  |  |
| Social Development | Student lodging |  |  |  |
| Transportation | Transportation |  |  |  |
| BCL | Communications |  |  |  |

Center directors shall ensure sufficient staffing are planned to ensure the safety and accountability of staff, students, and property. Either through appointment or voluntary, staff identified by the center director or mandated, all staff assigned to the center shall understand that in the event of an order to shelter in place or quarantine, those staff shall remain on center until such order has been lifted.

A list of all staff designed to remain working on centers shall be included as part of the plan. The list shall include the hours/shift for those workers. In preparing the list, the center director shall determine the extent of staffing needed to ensure continuity of operations and the accountability of staff, students, and equipment at all times.

**CONTINUITY OF OPERATIONS**

**Center Director**

* Maintains authority over all operations, including the administration of the Pandemic Response Plan.
* Ensures the duties outlined in the Pandemic Response Plan and those outlined below are being carried out appropriately for on- and off-center staff.
* Reports any local orders to quarantine, lockdown, or close the facility.
* Cooperates with local emergency management officials, and forwards any request for assistance to the corporate and Regional Office.

# F&A Director

Work with the supervisor in each area to ensure proper actions and responses in order to maintain operations.

## Payroll

* Payroll will continue functioning as normal. This may be accomplished from an outside location, if necessary. If at an outside location, timesheets may be delayed until access to scanners.

## Purchasing, Accounting and Accounts Payable

* These offices will be able to function in a limited capacity, or remotely, as determined by the center director to approve emergency purchases, and make critical payments.

## Transportation

* If transportation is needed, the staff assigned to the center will utilize GSA vehicles.
* The Transportation Lead or Supervisor will assure vehicles and buses are clean and sanitized.

## Facilities and Operations

* Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:
* Filling of soap and hand sanitizer dispensers
* Ensuring all paper towel holders are filled and functioning at all times;
* Sweeping and wet mopping all floors;
* Vacuuming rugs;
* Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
* Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
* Cleaning and sanitizing cafeterias - tables, chairs, food lines; and
* Cleaning vents and other work, as assigned.
* Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.

Technology

* The IT staff will continue to function regularly from an outside location if necessary.
* IT staff must be available during their regular hours of 8 am-5 pm to respond to technology issues pertaining to programs and equipment.
* Servers housed on site can be monitored remotely to ensure all systems remain up.

**Management Staff**

* Communicate with subordinate staff for daily assignments
* Schedule, conduct, and document staff training
* Review and update Standard Operating Plans and Procedures
* Review the new ePRH and adjust SOP numbering, as necessary
* Review and approve PTO requests, time cards, and related matters
* Report violations of staff telework responsibilities to Human Resources

# Instructional Staff

* Participate in staff training and development scheduled
* Work on lesson plans
* Update eTARs
* Review PCDPs and initiate updates, as needed
* Perform other duties, as assigned.

**Counseling and Career Services**

* Follow-up with students weekly on assigned caseload
* Review policies and procedures
* Report student issues to center management
* If accessible, maintain case notes of students
* CTR will collaborate with CTS regarding placement follow-up and provide assistance for job search (eHired), and provide supports for unplaces and laid-off graduates and former enrollees.

**Human Resources**

* Send out the menu of offerings from SafeSchools to facilitate video/online training.
* Monitor employee medical leaves (and long term subs) for start and end dates of leaves
* Suspend employment offers during center closure
* Post openings for vacant positions
* Schedule and conduct virtual interviews for open positions
* Be available to offer answers to HR problems and concerns
* Monitor phone calls, messages, and e-mails for timely responses to inquiries
* Maintain/document accurate lists for support staff attendance and locations

**OA/CTS**

* Review and respond to online or call-in prospects within 24 hours
* Maintain weekly contact with pending arrivals and keep them informed of potential enrollment date.
* Process applications through virtual meetings
* Conduct weekly/monthly calls with unplaced and placed caseloads. Document calls via case notes
* Particiate in scheduled training and professional development

**Approvals:**

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**Vice President of Operations**

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**President**

**Attachment: Staffing List – Schedule**