

## **Job Corps Work Based Learning (WBL) COVID-19 Waiver Request**

Center operators seeking to allow students to participate in Work-Based Learning (WBL) activities during virtual center operations in response to the COVID-19 pandemic must complete and submit this Work Based Learning COVID-19 Waiver Request form to the appropriate Regional Office for approval. This waiver request form does not replace existing Job Corps Policy and Requirements Handbook (PRH) WBL requirements on the use of written student agreements and the appropriate pay and/or leave status for students participating in WBL.<sup>1</sup> Instead, this form must be submitted to have a center's waiver request approved based on how the center and the WBL location can ensure the health and safety of Job Corps students. A waiver is required for each employer location.<sup>2</sup>

WBL programs must generally meet the requirements of PRH Appendix 304. However, during virtual operating status, implemented in response to the COVID-19 emergency, WBL may include work in other fields or areas when employment directly related to the training program of the student is not available. The work performed in these instances should generally have some connection to an aspect of the student's academic, technical skills, or personal growth and development in the program. Centers are responsible for making the determination that work not directly related to the student's field or area of training qualifies for WBL because it supports the use or development of some or all of the Career Success Standards listed at PRH Chapter 3.4 R11.

**Centers for Disease Control and Prevention guidance, and applicable national Job Corps program guidance, must be followed at WBL sites.** All waiver requests must include the below information, in as much detail as possible, to allow for an informed and well documented decision by the appropriate Job Corps regional office.

- 1. What is the name and location of the proposed WBL employer?**
  
- 2. How many students will be with this WBL employer?**
  
- 3. Will any WBL student be working in a position or occupation with a high risk of COVID-19 exposure? Please note that due to ongoing concerns related to COVID-19, requests for WBL waivers for high risk positions and occupations will generally not be approved.**

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<sup>1</sup> PRH Exhibit 3-1, and Chapter 6, Administrative Support Services, Exhibit 6-1.

<sup>2</sup> For the USDA Forest Service, agreements are required for each center sending students to fire camps or fire crews.

- 4. Has the center determined whether the WBL employer's location is in a current or emerging COVID-19 "Hotspot"? A Hotspot is a location reporting increasing numbers of COVID-19 infections.**
  
- 5. What is the reopening status of the location per the applicable local or state shelter in place or similar orders? Describe the findings.**
  
- 6. Has the center reviewed the WBLs employer's current COVID-19 workplace policies and procedures and verified their alignment with applicable CDC guidance? Will the center inform or otherwise ensure that the WBL employer is aware of applicable CDC guidance on COVID-19 precautions in the employer's workplace? Describe.**
  
- 7. Is there sufficient physical space and/or occupancy capacity in buildings and structures, and adequate supervision of WBL students at their work sites, to ensure social distancing? Describe how this is determined, including the data provided by the WBL employer that the center used in this determination (e.g. building occupancy), implemented, and monitored.**
  
- 8. What safety measures, including facilities and equipment, are available to support employees' (including potential Job Corps students) health and cleanliness (e.g., showers, portable toilet facilities, face coverings, PPE usage, etc.)? How does the WBL employer maintain and monitor physical distancing?**

- 9. Will students be asked health screening questions and/or have their temperatures taken using no-touch or no-contact thermometers? At what points and by whom will these steps be taken, how will the information be used, and how is student privacy maintained? What are the protocols should a student fail the screening?**
  
- 10. How will the center handle student transportation to and from their location (home or Job Corps center) to the WBL site, including any intermediate locations? Describe what COVID-19 precautions are in place for student transportation.**
  
- 11. Will the center have to transport any student, or require a student to be transported, from, through, or to a COVID-19 “Hotspot?” Please describe how this will be addressed to minimize exposure to the virus.**
  
- 12. If housing is provided as a part of the WBL, describe how student room and board will be provided in a manner that allows for physical distancing and other CDC guidance to be implemented and followed.**
  
- 13. Are students provided contact information should they have questions or concerns about their WBL site safety or safety protocols? How will that information be provided?**
  
- 14. If students housed on-center are participating in WBL, describe how their return to the center will be handled to ensure their safe reintegration into the student population.**

**Job Corps Center Name:**

**Requester:**

**Requester Contact Information:**

**Date:**