

Required Form to Document a Local Reopening Plan for American Job Centers

The WIOA Interagency Teams developed the following form to support Local Workforce Innovation Boards (LWIBs) in reopening American Job Centers (AJCs) by ensuring appropriate safety measures are in place. The form may evolve as additional information is known and as required partners share best practices.

The [Checklist for Reopening AJCs in Illinois in accordance with the Governor's "Restore Illinois" Plan](#) remains a guiding document to support local decision-making about reopening centers with adequate health and safety protocol in place.

Following is a fillable form that is required to be completed to document each center's reopening plan before State Agency staff will return on-site and/or before the local workforce area can announce public office hours for in-person services.

Each LWIB must complete the form below in collaboration with the leaseholder, one-stop operator and program partners present in each center under the reopening plan. In each box labeled "Explanation," the LWIB must briefly explain the process or procedure being implemented.

The LWIB will submit the physically signed form to wioaplans-mous@illinoisworknet.com.

Each LWIB completing the form must prioritize reopening efforts in all **Comprehensive One-stop Service Centers**. However, the LWIB must also submit a plan for Designated Affiliate and Designated Specialized Centers that are listed in the local Memorandum of Understanding (MOU) and are located in the area where program services may be accessed.

Complete the following form for all centers under the reopening plan. Submit more than one form if each reopening plan applies differently to each center within the local area.

Reopening Plan for the Designated AJCs			
Local Workforce Innovation Area (LWIA):		Primary Contact(s):	
Email:		Phone:	
List all centers to which the reopening plan applies	List the city in which the center is located	List the county in which the center is located	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	
5.	5.	5.	

Reopening Plan for the Designated AJCs	
Safety Component	Required Criteria for All Service Locations <i>(By checking the boxes below, the Local Workforce Innovation Board, on behalf of the partners in the local area, certifies that the information is true, agreed upon and current as of the signature date.)</i>
Security	<input type="checkbox"/> Onsite, full-time security is present (if not, explain the security plan and how the center will keep staff and customers safe while receiving services).
	<i>Explain below the security presence:</i>
	[type response here]
	<input type="checkbox"/> If applicable, security is armed or unarmed (local discretion) (Note: armed guards are required for centers with in-person UI staff).
	<i>Explain below whether security is armed/unarmed:</i>
	[type response here]
	<input type="checkbox"/> CMS-administered security assessment required for in-person UI offices has been completed (If a security assessment was not completed in centers where an assessment is not required, describe specific ways in which the leaseholder and one-stop operator will ensure the safety of employees and customers).
	<i>Explain below whether assessment was required and / or completed:</i>
	[type response here]
	<input type="checkbox"/> Security/staff have been trained in de-escalation and emergency protocol.
	<i>Explain below security/staff training:</i>
	[type response here]
	<input type="checkbox"/> Local/state law enforcement is aware of public office hours.
	<i>Explain below law enforcement communications:</i>
	[type response here]
<input type="checkbox"/> Law enforcement has been requested to be present periodically during business hours (or is closely available in needed situations).	
<i>Explain below law enforcement visibility:</i>	
[type response here]	
Layout	<input type="checkbox"/> Staff workspaces have solid barriers from public spaces (e.g., reception and intake rooms); if not, explain how the center ensures that

Reopening Plan for the Designated AJs	
	staff workspaces are safely separated from public access.
	<i>Explain below the layout of workspaces and public spaces:</i>
	[type response here]
	<input type="checkbox"/> Triage and check-in procedures are in place at the office entrance(s) and ensure accessibility and safety for individuals with disabilities.
	<i>Enter your explanation below of triage and check-in procedures:</i>
	[type response here]
	<input type="checkbox"/> Entrances and exits are accessible for individuals with disabilities and can be accessed in cases of emergency.
	<i>Explain below accessible entry/exit:</i>
	[type response here]
	<input type="checkbox"/> Social distancing signage is displayed, and socially distanced seating arrangements are in place.
	<i>Explain below social distancing signage and seating implementation:</i>
	[type response here]
	<input type="checkbox"/> CMS workspace guidelines are followed.
	<i>Explain below the workspace guidelines for sanitation and safety:</i>
	[type response here]
<input type="checkbox"/> Capacity limits in public areas and staffing areas have been determined per the Governor's Restore Illinois plan.	
<i>Explain below the capacity limits set in these areas as determined:</i>	
[type response here]	
Entrance/Exits	<input type="checkbox"/> Staff have designated spaces for entrance/exit that are separate from public entrance/exit (if not, explain ways to keep staff safe from public as they enter/exit location).
	<i>Explain below entrance/exit configurations:</i>
	[type response here]
	<input type="checkbox"/> Entrance/exit is well-lit during early morning or night hours.
	<i>Explain below safety around entrance/exits:</i>
[type response here]	

Reopening Plan for the Designated AJCs	
	<input type="checkbox"/> Staff hours differ from public operation hours (if not, explain ways to keep staff safe from public as they enter/exit location).
	<i>Explain below staff/public hours:</i>
	[type response here]
Supervision	<input type="checkbox"/> Safety and emergency protocol are clearly communicated and available to all staff in the center.
	<i>Explain below emergency protocol:</i>
	[type response here]
Agreed-upon Plan	<input type="checkbox"/> By checking this box, the Local Workforce Innovation Board, on behalf of the partners in the local area, certifies that the local workforce area has documented procedures to guide decisions described in the “Checklist for Reopening AJCs in Illinois.” Examples follow: <ul style="list-style-type: none"> ▪Security ▪Training ▪In-person service delivery ▪Signage ▪Communications protocol ▪Emergency protocol ▪Customer screening ▪Capacity limits ▪Group meetings or events ▪PPE policies ▪Sanitation and cleaning <p>(NOTE: Group meetings and events must adhere to the Governor’s Restore Illinois Plan’ capacity guidelines)</p>
	<i>Explain below the general reopening plan, including the estimated date(s) of reopening to the public (if known), which partners will be physically present, and in what capacity they will be present (e.g., by appointment, limited office hours, walk-in services, etc.) In the case of an unknown return date, you may indicate a general date, such as “late 2021” or “estimated date partners return will depend on approval from its director”.</i>
	[type response here]
	<i>Explain below the way in which the LWIB confirmed agreement with all partners regarding the policies, procedures and safety protocol:</i>
	[type response here]

The Local Workforce Innovation Board Chair(s) and Chief Elected Official(s) have reviewed the above checklist, certified that all partners with on-site staff have agreed to the reopening plan and confirm that all mandatory protocols and procedures are in place to allow for a safe reopening of the center(s) listed above.

Chair, Local Workforce Innovation Board (below)		
Signature	Printed Name	Date

CO-Chair, Local Workforce Innovation Board (if applicable) (below)		
Signature	Printed Name	Date

Chief Elected Official (below)		
Signature	Printed Name	Date

Chief Elected Official (below)		
Signature	Printed Name	Date

Chief Elected Official (below)		
Signature	Printed Name	Date

Chief Elected Official (below)		
Signature	Printed Name	Date

A completed and signed form for PY 2021 must be submitted to the following before a comprehensive one-stop center can start or continue offering in-person services:

Michael Baker, Manager – Strategic Planning & Innovation
Office of Employment & Training
Illinois Department of Commerce and Economic Opportunity
wioaplans-mous@illinoisworknet.com
O: 217-558-6423