

**OFFICE FOR VICTIMS OF CRIME RESOURCE GUIDE ON COVID-19  
FOR OVC HUMAN TRAFFICKING GRANTEES  
MAY 14, 2020**

The Office for Victims of Crime (OVC) has developed this Resource Guide to help answer some of your most pressing questions about how to operate, provide services, and manage OJP grants that respond to human trafficking during the COVID-19 pandemic.

In March, OJP's Principal Deputy Assistant Attorney General Katharine T. Sullivan said that "Our nation is facing difficult challenges, none more pressing than the scourge of human trafficking. Human traffickers pose a dire threat to public safety and countering this threat remains one of the Administration's top domestic priorities." You are providing critical services in this fight against this insidious crime and have been facing additional challenges due to COVID-19. We hope this Resource Guide offers some of the help you need.

OVC is committed to working with you to provide as much flexibility as allowed by our governing authorities. OVC does not anticipate any extensions to the remaining solicitations currently posted on the website. However, if there are any additional changes to these deadlines, they will be posted [online](#).

### **Grants Management**

The Department of Justice has issued several grantee updates and resources related to grant management during COVID-19.

- [OJP Grantee Update #1: COVID-19 Impacts](#)
- [OJP Grantee Update #2: Guidance on Short Term Administrative Relief for Grantees Impacted by COVID-19](#)
- [Statement by Assistant Attorney General for Civil Rights Eric S. Dreiband Protecting Civil Rights While Responding to COVID-19](#)

### **Employment and Operations**

The following resources from federal agencies are designed to help answer questions about paying salaries, granting leave, ensuring workplace safety, and managing job duties.

- Centers for Disease Control (CDC): [Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19](#) and [Administrators and Leaders of Community- and Faith-Based Organizations to Plan, Prepare, and Respond to COVID-19](#)
- U.S. Department of Labor: [COVID-19 Resources for Employers and Workers](#)

- U.S. Equal Employment Commission: [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)

As your agency and your partners reevaluate and make ongoing adjustments to your operations in response to the pandemic, we offer the following tips:

- Assess the need to deliver services in-person, and determine what activities may be delivered remotely.
- Follow your existing policies regarding telework. If you do not have a telework policy, develop one and train your staff accordingly.
- Follow your existing policies regarding sick leave, administrative leave, vacation time, and time and attendance. However, it may be necessary to update these policies to address leave in the case of unexpected or extraordinary circumstances and/or to comply with the paid leave provisions of the Families First Coronavirus Response Act (<https://www.dol.gov/agencies/whd/ffcra>). You may wish to provide a training to staff on these policies.
- Update the contact information of all your staff and the staff of your partners, and develop procedures for communicating about your project activities.
- Conduct an inventory of the equipment and communication devices that are currently issued to staff, and assess if you should redistribute this equipment among staff or purchase additional or upgraded equipment for staff.
- Consult CDC guidance and coordinate with state and local health officials on best practices regarding personal protective gear, sanitizing workplaces, and other methods to curb the spread of COVID-19.

### **General Resources for Working Safely and Addressing Mental Health Needs**

The resources below may help employers and workers prepare for and respond to coronavirus in the workplace.

- The Office of Occupational Safety and Health Administration (OSHA) developed [Guidance on Preparing Workplaces for COVID-19](#) in collaboration with the U.S. Department of Health and Human Services to help employers respond in the event of coronavirus in the workplace.
- OSHA issued [temporary guidance](#) regarding the enforcement of OSHA's Respiratory Protection standard that provides suggestions and options to help increase the availability of N95 filtering facepiece respirators for healthcare providers.
- OSHA's [COVID-19 webpage](#) provides infection prevention information specifically for employers and workers.
- The Substance Abuse and Mental Health Administration (SAMHSA) [has collected resources](#) to assisting individuals, providers, communities, and states. You can also refer people to the [SAMHSA's National Helpline](#), a free, confidential, 24/7, 365-day-a-year

treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders. 1-800-662-HELP (4357)

### **Services and Advocacy**

Many of you have asked questions about how to continue serving survivors during this crisis or have shared your victim assistance strategies with us. Visit [OVC's human trafficking website](#) for resources to help grantees strategize about how to provide high quality support and advocacy to survivors, including resources related to housing, employment assistance, and other key needs. The following resources from other federal agencies provide information related to providing a broad range of services victims may require.

- The Department of Health and Human Services (HHS) Office on Trafficking in Persons is frequently updating a list of [COVID-19 resources, services, and support](#). Many of these resources are relevant to meeting the service needs of trafficking survivors.
- HHS has collected [resources and relevant communications](#) for organizations that provide victim services and victim advocacy.
- HHS's Office of the Assistant Secretary for Planning and Evaluation Resources on [Virtual Case Management in Human Services Programs](#) and collected [guidance and information](#) for human services programs.
- The U.S. Department of Agriculture Food and Nutrition Services' Response to COVID-19 has [information on nutrition programs such as WIC, SNAP and more](#).

### **Housing and Shelters**

Below are some resources for programs that provide housing and emergency shelter.

- The CDC offered [interim guidance for homeless service providers](#) to plan and respond to COVID-19, [guidance for shared or congregate housing](#), and [guidance for screening clients at entry to homeless shelters](#).
- The CDC provides [resources to support people experiencing homelessness](#) and [unsheltered homelessness](#).
- U.S. Department of Housing and Urban Development Infectious Disease Toolkit for Continuums of Care: [Preventing and Managing the Spread of Infectious Disease Within Shelters](#)
- U.S. Interagency Council on Homelessness Supporting Children and Youth Experiencing Homelessness during the COVID-19 Outbreak: [Questions to Consider](#)

## **Law Enforcement Agencies**

Below are some resources for law enforcement agencies.

- The CDC offered guidance on [what law enforcement personnel need to know](#) about COVID-19.
- Bureau of Justice Assistance's (BJA) training and technical assistance partner [offers free courses and webinars](#) for law enforcement, prosecutors, human trafficking task force coordinators, and affiliated criminal justice professionals.
- BJA Funding Opportunity: Applications are due Friday, May 29, 2020 for the [Coronavirus Emergency Supplemental Funding](#).
- Justice Information Sharing Special Research Report: [CORONAVIRUS—What to do in Pandemic Situations](#)

## **Information Sharing**

The resources listed below provide guidance related to information sharing.

- HHS's Office for Civil Rights on COVID-19 and HIPAA: [Disclosures to Law Enforcement, Paramedics, Other First Responders and Public Health Authorities](#)
- The DOJ's Office on Violence Against Women (OVW) [FAQs on the VAWA Confidentiality Provision](#) will help organizations that receive funding through the Violence Against Women Act (VAWA) to comply with the confidentiality requirements in VAWA while providing services remotely.

## **Indian Country**

The Indian Health Service (IHS) provides [FAQs on the federal response to COVID-19 in Indian Country](#) and [resources for COVID-19 in Indian Country](#).

Visit [OVC.gov](#) and for additional information about human trafficking.