

The following guidelines are recommended to help prepare facilities, testing staff members, and examinees for implementing social distancing and safety guidelines related to COVID-19. ACT's overall recommendations for social distancing are to adhere to the guidelines endorsed by the Centers for Disease Control (CDC), as well as any of your state or local public health regulations and guidelines, at the time of testing. The guidelines below supplement and are not intended to conflict with federal, state, and local laws, regulations, and guidelines with which and test sites should comply.

Guidelines for Facilities

- Require sites to clean and disinfect facilities prior to testing in accordance with CDC guidelines.
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#How%20to%20Clean%20and%20Disinfect>
- Require sites to have hand sanitizer and sanitizing wipes available on test day, preferably at designated stations which can be easily monitored.
- Require sites to post visual signs on the floor at check-in stations measuring six feet apart where examinees should stand during the check-in process (recommend using tape or signs).
- Recommend posting signs inside and outside the facility reminding examinees to remain six feet apart.
- Recommend having multiple check-in stations properly spaced to speed up the check-in process and account for the additional safeguards.
- Designate locations as “entrance only” and “exit only” to account for controlled flow of examinee traffic, prevent crowding, and to ensure social distancing is met. Ensure all entrances and exits are continually monitored throughout the test day.
- Ensure all restrooms are adequately stocked with soap, materials for drying hands, and waste receptacles.
- Conduct frequent cleaning of “high touch” surfaces at the school, such as door handles and restrooms throughout the test day.
- Space examinees six feet apart, side-to-side and front-to-back, during the test administration.

Guidelines for Test Coordinator and Testing Staff Members

- Stay up-to-date on developments in your community.
- Recommend Test Coordinator communicate with designated testing staff members **prior** to the test date to ensure staff are able to serve on test day.
- Recommend Test Coordinator have backup testing staff members are available in the event staff members become ill and can't serve on test day.
- Ensure all testing staff members are informed about how test-day activities are to be conducted in accordance with ACT Social Distancing guidelines.
- Ensure all testing staff members are up-to-date on the signs and symptoms of COVID-19, as this is updated regularly.
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Require testing staff members to wear masks and gloves on test day, recommend changing gloves after performing tasks that require handling of materials such as collecting answer documents and test booklets.
Note: Masks and gloves will not be provided by ACT.
- Recommend asking health screening questions at the time of check-in.

Recommended Health Screening Questions to Ask Examinees

In the efforts to ensure the health and wellness of everyone who participates in the test administration, ACT recommends asking the following health screening questions.

- Have you had any of these symptoms in the last 14 days?
 - Fever greater than 100 degrees
 - Difficulty breathing or shortness of breath
 - Cough
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
- Are you experiencing fever, difficulty breathing or shortness of breath, a cough, chills, muscle pain, sore throat, or a new loss of taste or smell at this time?
- Have you been in close contact with someone displaying these known symptoms, or who has been diagnosed with COVID-19 in the last 14 days?
- Have you traveled outside the country or to any high-risk locations in the last 14 days?

If the answer is “yes” to any of the health screening questions, test staff need to determine if access to the test facility is denied. Complete an Irregularity Report indicating the reason the examinee was denied admittance, if the decision is made to deny entrance.

- Document all irregularities related to COVID-19.
- Test Coordinators are encouraged to notify the testing staff who serve on test day or any potential exposure to COVID-19, if the Test Coordinator later becomes aware that someone present on test day was positive for COVID-19.

Guidelines for Examinees

Inform examinees via email at least two days prior to the test date, with the following directions as decided by the site:

- ACT recommends all examinees wear masks on test day. Please note that ACT is unable to provide masks on test day, but the site may choose to purchase masks or direct examinees to wear a mask.
- Examinees will be asked to remove masks for inspection and full facial confirmation at check-in. This is a requirement from ACT.
- Gloves and hand sanitizer are acceptable to have on test day and in the testing room. Gloves are subject to inspection. Gloves and hand sanitizer will not be provided by ACT.
- Expect to adhere to social distancing practices of six feet apart throughout the test day.
- Become familiar with the signs and symptoms of COVID-19 by checking the CDC website, and stay home if not feeling well.
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Examinees may be subject to health and wellness questions. Examinees may be turned away if they answer “yes” to any of the health and wellness questions.