

ACT Social Distancing Guidelines

These guidelines are to help prepare facilities, testing staff members and examinees on how to implement social distancing guidelines related to COVID-19. ACT overall recommendations for social distancing are to adhere to the guidelines endorsed by the CDC at the time of testing.

Guidelines for Facilities

- Require sites to clean and disinfect facilities prior to testing in accordance to CDC guidelines.
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#How%20to%20Clean%20and%20Disinfect>
- Requires sites to have hand sanitizer and sanitizing wipes available on test day, preferably at designed stations which can be easily monitored.
- Place visual signs on floor at check-in stations measuring six feet apart where examinees should stand during the check-in process. (recommend using tape or signs)
- Post signs outside the test center and internally throughout the facility reminding examinees to remain six feet apart while waiting to be checked-in and while in the test center.
- Recommend having multiple check-in stations properly spaced to speed up the process to account for the additional safeguards.
- Designate locations as entrance only and exit only to account for controlled flow of examinee traffic, preventing crowding and to ensure 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 test center, such as door handles and restrooms throughout the test day.

Guidelines for Test Coordinator & Testing Staff Members

- Stay up to date on developments in your community.
- Recommend Test Coordinator to communicate with designated testing staff members prior to the test date to ensure staff is healthy and able to serve on test day.
- Recommend Test Coordinator have backup testing staff members available in case staff members become ill and can't serve on test day.
- Ensure all testing staff members are informed on 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 sign and symptoms of COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Require testing staff members to wear masks and gloves on test day (Note: Masks and Gloves will not be provided by ACT)
- Recommend asking health screening questions at the time of check-in.

Health screening questions to ask examinees
In the efforts to ensure the health and wellness of everyone who attends the national ACT we recommend asking the following health screening questions.
– Have you had any of these symptoms in the last 14 days?
<ul style="list-style-type: none"> • Fever greater than 100 • Difficulty breathing • Cough
– Are you experiencing fever, difficulty breathing or cough at this time?
– Have you been in close contact with someone diagnosed with COVID-19 within the last 14 days?
– Have you traveled outside the county in the last 14 days?
If the answer is “yes” to any of the questions, access to the facility will be denied. Direct the examinee to contact ACT to do a test date change. Additionally, please complete an irregularity report in TCM using the COVID-19 category.

- Enter all irregularity reports related to COVID-19 in the ACT Test Center Manager (TCM).
- Recommend Test Coordinators inform ACT as soon as they are notified if a testing staff member or examinee has been exposed to someone alleged to be infected with COVID 19 during the test day.
- Encourage Test Coordinator to notify their testing staff members who served on test day of potential exposure to COVID-19.

Guidelines for Examinees

- Inform examinees via email the following:
 - ACT recommends all examinees wear masks on test day.
 - Examinees will be asked to remove mask for inspection and full facial confirmation at check-in.
 - Gloves and hand sanitizer are acceptable to have on test day and in the testing room. Glove are subjected to inspection.
 - Masks and gloves will not be provided at testing centers.
 - Expect to adhere to social distancing practices of 6 feet apart throughout the test day.
 - Encourage examinees to stay home if they aren’t feeling well and to contact ACT to do a test date change at no fee.
 - Examinees may be subjected to health and wellness questions. (Provide health and wellness questions)
 - Examinees may be turned away if they answer “yes” to any of the health and wellness questions.
 - Become familiar with the signs and symptoms of the COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- Contact ACT if they been diagnosed with COVID-19 within 14 days of taking the ACT.
 - Provide name of test center and test center code if available.