



These guidelines are intended to help prepare facilities, testing staff members, and examinees for implementing COVID-19-related social distancing and safety guidelines during the administration of the ACT® test. Your administration instructions already contain a number of safety and security requirements. These Social Distancing Guidelines should be considered as a supplement to those requirements as ACT and others address new challenges posed by COVID-19.

Please note these Social Distancing Guidelines could change based on updates from the CDC and local conditions at your test center. These guidelines should be considered a baseline. If your test center has more stringent requirements, the more stringent requirements should be followed.

The guidelines further supplement and are not intended to conflict with federal, state and local laws, regulations and guidelines with which test centers should comply.

Requirements for Facilities

- Centers must clean and disinfect facilities prior to testing in accordance with [CDC guidelines](#).
- Centers must have hand sanitizer and sanitizing wipes available on test day, preferably at designated stations which can be easily monitored.
- Print and post [COVID-19 related signage](#).
- If you, staff members, or examinees test positive for COVID-19 within 14 days after participating in an exam: Contact your local healthcare provider or state or local health department who is responsible for [contact tracing](#) to disclose that you've participated in the ACT exam (provide the exam date and location – city, state and facility name + address). If your local health official determines further notification of possible exposure should occur, they may contact ACT at ACTCOVID19Reporting@act.org.

Note: Further notification of possible exposure is at the discretion of state and local health officials, and a decision is made based on a variety of factors. Learn more at www.cdc.gov.

Recommended Guidelines for Facilities

- Place 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).
- 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.
- Offer 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 test center, such as door handles and restrooms throughout the test day.



Requirements for Test Coordinator and Testing Staff Members

- Stay up-to-date on developments in your community.
- Communicate with designated testing staff members **prior** to the test date to ensure staff are able to serve on test day.
- Screen testing staff with the following health and wellness questions during check-in. Turn away any staff member who responds “yes” to the following:

<i>Health screening questions to ask testing staff</i>
<i>– Have you tested positive for the virus that causes COVID-19 in the last 14 days?</i>
<i>– Have you had any of these symptoms in the last 14 days?</i>
<ul style="list-style-type: none"> • <i>Fever greater than 100 degrees</i> • <i>Difficulty breathing or shortness of breath</i> • <i>Cough</i> • <i>Chills</i> • <i>Muscle pain or body aches</i> • <i>Sore throat</i> • <i>New loss of taste or smell</i> • <i>Vomiting or diarrhea</i>
<i>– Are you experiencing fever, difficulty breathing or shortness of breath, a cough, chills, muscle pain or body aches, sore throat, or new loss of taste or smell at this time?</i>
<i>– Have you been in close contact with someone displaying these known symptoms of COVID-19?</i>
<i>– Have you been in close contact with someone diagnosed with COVID-19 or who has tested positive for the virus that causes COVID-19 in the last 14 days?</i>
<i>– Have you traveled outside the country or to any high-risk locations in the last 14 days or been in close contact with someone who traveled to high-risk locations in the past 14 days?</i>

- Ensure additional testing staff members are available in case 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 list is updated regularly.
- Require testing staff members to wear masks and gloves on test day
Note: Masks and gloves will not be provided by ACT
 - Recommend changing gloves after performing tasks that require handling of materials such as collecting admission tickets, answer documents, and test booklets from examinees.



- Screen examinees with the following health and wellness questions during check-in. Turn away any examinee who responds “yes” to the following:

<i>Health screening questions to ask examinees</i>
<i>– Have you tested positive for the virus that causes COVID-19 in the last 14 days?</i>
<i>– Have you had any of these symptoms in the last 14 days?</i>
<ul style="list-style-type: none">• <i>Fever greater than 100 degrees</i>• <i>Difficulty breathing or shortness of breath</i>• <i>Cough</i>• <i>Chills</i>• <i>Muscle pain or body aches</i>• <i>Sore throat</i>• <i>New loss of taste or smell</i>• <i>Vomiting or diarrhea</i>
<i>– Are you experiencing fever, difficulty breathing or shortness of breath, a cough, chills, muscle pain or body aches, sore throat, or new loss of taste or smell at this time?</i>
<i>– Have you been in close contact with someone displaying these known symptoms of COVID-19?</i>
<i>– Have you been in close contact with someone diagnosed with COVID-19 or who has tested positive for the virus that causes COVID-19 in the last 14 days?</i>
<i>– Have you traveled outside the country or to any high-risk locations in the last 14 days or been in close contact with someone who traveled to high-risk locations in the past 14 days?</i>

Guidelines for Examinees

The following **Examinee Safety Guidelines** will be provided to all test-takers. Test center staff are encouraged to understand and enforce these guidelines:

- ACT requires all examinees to wear masks on test day.
 - Test Staff should refer to messaging provided in the [mask requirement bulletin](#).
- Examinees will be asked to remove masks 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. Gloves are subject to inspection. Masks and gloves will not be provided at testing centers.
- Examinees are expected to adhere to social distancing practices (remain six feet apart) throughout the test day.
- Examinees are instructed to understand the [signs and symptoms of COVID-19](#) and to stay home if any of the following are true:
 - Have you tested positive for the virus that causes COVID-19 in the last 14 days?



- 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 or body aches
 - Sore throat
 - New loss of taste or smell
 - Vomiting or diarrhea
- Are you experiencing fever, difficulty breathing or shortness of breath, a cough, chills, muscle pain, sore throat, or new loss of taste or smell at this time?
- Have you been in close contact with someone displaying these known symptoms of COVID-19?
- Have you been in close contact with someone diagnosed with COVID-19 or who has tested positive for the virus that causes COVID-19 in the last 14 days?
- Have you traveled outside the country or to any high-risk locations in the last 14 days or been in close contact with someone who traveled to high-risk locations in the past 14 days?
- Additionally, examinees are instructed to also contact their local healthcare provider or state or local health department who is responsible for [contact tracing](#) if they've been diagnosed with COVID-19 within 14 days of taking the ACT.