



The following guidelines are recommended to help prepare facilities, testing staff members, and examinees on how to implement social distancing 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 states, districts, and schools should comply.***

Recommended Guidelines for Facilities

- Require schools 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 schools to have hand sanitizer and sanitizing wipes available on test day, preferably at designated stations that can be easily monitored.
- Print and post [COVID-19 related signage](#).
- 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 school and internally throughout 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.
- 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 and address).



Recommended Guidelines for Test Coordinator and Testing Staff Members

- Stay up-to-date on state and local regulations, and related developments in your community.
- Test Coordinator communicates with designated testing staff members **prior** to the test date to ensure staff are healthy and able to serve on test day.
- Test Coordinator have backup testing staff members 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.
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Recommend requiring 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.

Recommended Health Screening Questions to Ask Examinees

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

- 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 or body aches, 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?



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 of any potential exposure to COVID-19, if the Test Coordinator later becomes aware that someone present on test day was positive for COVID-19.

Recommended Guidelines for Examinees

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

- ACT recommends all examinees wear masks on test day. Please note that ACT is unable to provide masks on test day, but the school may choose to purchase masks or direct students to wear a mask to the test event.
- 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.
- Unless the school makes supplies available to examinees, masks and gloves will not be provided at test centers.
- 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>
- ACT recommends including the following health screening questions in the email to examinees:
 - 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 or body aches, 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?
- Examinees may be turned away if they answer “yes” to any of these health screening questions.
- Contact the school if the examinee has been diagnosed with COVID-19 within 14 days of the scheduled test day.