

These Social Distancing 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. Please note these guidelines could change based on updates from the CDC and local conditions at your test center.

**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.
- Print and post [COVID-19 related signage](#) throughout the test center. Additional signage is recommended to guide examinees to stay 6 feet apart during the check-in process.
- Seat examinees at least 6 feet apart, head-to-head, shoulder-to-shoulder.
- 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 test (provide the test 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](mailto: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](http://www.cdc.gov).*

### Recommended Guidelines for Facilities

- 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. Ensure all entrances and exits are continually monitored throughout the test day.
- 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.
- Screen testing staff for wellness **in advance of and on** test day. Dismiss any staff member who is unwell and responds “yes” to the following: **“Do you currently have any known COVID-19 symptoms OR are you unvaccinated and tested positive for the virus in the past 10 days, or been in close contact with someone who has tested positive in the past 14 days?”**
- 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. Recommend changing gloves after performing tasks that require handling of materials such as collecting admission tickets, answer documents, and test booklets from examinees.  
*Note: Masks and gloves will not be provided by ACT.*
- Screen examinees with the following health and wellness question during check-in. Turn away any examinee who responds “yes” to the following: **“Do you currently have any known COVID-19 symptoms OR are you unvaccinated and tested positive for the virus in the past 10 days, or been in close contact with someone who has tested positive in the past 14 days?”**

### 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 they are unwell. They understand that screening will occur on test day.
- 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.