

## **ABC Guidelines for Examination Sittings During the COVID-19 Pandemic**

**Updated 04/29/2020**

These guidelines will outline precautions to be taken during the COVID-19 Pandemic. These guidelines may conflict with our current procedure, Offering an Examination (07-01). This document will supplement that procedure until further notice. Also, please note that these guidelines will follow the guidelines set forth by the Centers for Disease Control and Prevention. If those guidelines change, this document will be updated. The guidelines can be found at the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

The ABC will continue to offer sittings as requested. Each agency hosting a sitting will bear the responsibility of ensuring that sitting environment is clean and safe for the candidates. The following outline the precautions that ABC will institute during this time.

The Local Arrangements Coordinator (LAC) will ensure that the following examination sitting modifications can be met:

1. The room, including all tables and chairs, must be cleaned by the host agency, using appropriate disinfectant, prior to the sitting. If multiple sittings are being held on the same day, this cleaning must also occur between sittings.
2. The host agency must provide appropriate cleaning materials, such as disinfecting wipes, for the TSM to clean the calculators prior to and directly after use.
3. Hand sanitizer will be provided by the host agency to be used during the sitting, as needed.
4. The room will be set up in such a way so that candidates, TSMs and Proctors will remain at least 6 feet apart, during the check in process, examination process and examination exit process.
5. The host agency must provide personal protective materials, such as masks, gloves, etc., that are needed to comply with agency, local, state or federal requirements.
6. The LAC will notify the Registrar's Office of any site-specific requirements that the candidates should expect, such as a requirement to wear a mask, gloves, etc. This notification will be given to the Registrar's Office at least 40 days prior to the scheduled sitting. In the event changes are made to the site requirements, these will be communicated to the Registrar's Office ASAP. The Registrar's Office will communicate changes to the candidates as needed.

The Test Site Manager (TSM) is responsible for the following:

1. Maintain contact with the LAC to ensure that the facility arrangements meet these guidelines.
2. During the check-in process, the TSM will not handle the ID of the candidate.
3. Each candidate will use a separate pen to sign the Site Registration Form (07-0101F) or the TSM should disinfect pens between uses.
4. The TSM will distribute items in a way to limit contact with the items.

The Candidate should be aware of the following:

1. Candidates should not attend the sitting if they are ill or have any indication that they may have COVID-19.
2. Candidates will bear the responsibility of ensuring their own personal safety.
3. Candidates will use personal protective materials, such as masks, gloves, etc., that are required by agency, local, state, or federal requirements.
4. Candidates may choose to use personal protective measures, masks, gloves, etc., beyond those required or provided by the agency. In the event a candidate becomes ill with COVID-19, the candidate should contact the ABC Registrar so notification can be made to the other candidates. Notification would be confidential; a candidate's name will not be provided to the other candidates.