

**Louisiana Department of Education ACT Guidance for State & District June Exam Administration**

The following guidelines should be used to help prepare facilities, testing staff members and examinees on how to implement social distancing guidelines related to COVID-19. 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.

**CHECKLIST FOR ACT TESTING**

The following sections contain both required actions and supportive guidance for keeping participants and staff safe and healthy during the June 2 ACT administration

Category	No.	Checklist Item
<b>Guidelines for Facilities</b>	1.	Intensify Cleaning and Disinfecting Efforts
	2.	Implement Social and Physical Distancing Measures
<b>Guidelines for Testing Coordinators and Testing Staff Members</b>	3.	Communications with Staff
	4.	Safety Measures for Staff
	5.	Screen Participants for Illness Upon Arrival
<b>Guidelines for Examinees</b>	7.	Communication with Testing Participants
	8.	Addressing Vulnerable Individuals

**Guidelines for Facilities**

***NUMBER 1: INTENSIFY CLEANING AND DISINFECTING EFFORTS***

- Require schools to clean and disinfect facilities prior to testing in accordance to [CDC guidelines](#).
- Require schools to have hand sanitizer and sanitizing wipes available on test day, preferably at designated stations that can be easily monitored.
- Conduct frequent cleaning of “high touch” surfaces at the school, such as door handles and restrooms throughout the test day.
- Ensure all restrooms are adequately stocked with soap, materials for drying hands and waste receptacles.

**NUMBER 2: IMPLEMENT SOCIAL AND PHYSICAL DISTANCING STRATEGIES**

- Place visual signs on the floor at check-in 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 of maintaining social distancing measures of remaining six feet apart.
- 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.
- Examinees should be physically spaced six feet apart, side-to-side and front-to-back, during the test administration.
- Examinees should not share calculators and should bring their own pencils for testing.

**Guidelines for Test Coordinator & Testing Staff Members**

**NUMBER 3: COMMUNICATIONS WITH TESTING STAFF**

- Stay up to date on state and local regulations, and related developments in your community.
- Recommend Test Coordinator to communicate with designated testing staff members prior to the test date to ensure staff members are able to serve on test day.
- Recommend 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 on how test day activities are to be conducted in accordance with CDC social distancing guidelines.
- Encourage Test Coordinator to notify their testing staff members who served 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

**NUMBER 4: SAFETY MEASURES FOR TESTING STAFF**

- Ensure all testing staff members are up to date on the [signs and symptoms of COVID-19](#)
- Recommend requiring testing staff members to wear masks and gloves on test day (Note: LDOE is unable to provide masks and gloves.)

**NUMBER 5: SCREEN PARTICIPANTS FOR SICKNESS UPON ARRIVAL**

- Screen participants for sickness upon Arrival by conducting a [temperature check](#)
  - Individuals who have a fever of 100.4°F or above or other signs of illness must not be admitted to the facility. Participants must be screened for fever upon arrival as well as throughout the day.
  - Ask the parent/guardian to confirm that the participant has not taken fever reducing medication in the last 24 hours and does not have shortness of breath, sore throat, or a cough.
  - Make a visual inspection of the participant for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or, in young children, extreme or unusual fussiness.

## Guidelines for Examinees

### **NUMBER 6: COMMUNICATION WITH TESTING PARTICIPANTS**

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

- *All examinees are recommended to wear masks on test day.* Please note that the department 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.
- If masks are worn, 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.
- Examinees should become familiar with [the signs and symptoms of COVID-19](#) by checking the CDC website, and encouraged to stay home if they aren't feeling well.
- Contact the school if the examinee has been diagnosed with COVID-19 within 14 days of taking the ACT.
- Examinees should be encouraged to bring their own calculator and pencil.

### **NUMBER 7: ADDRESS VULNERABLE INDIVIDUALS**

[Federal guidance](#) indicates that those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer, might be at higher risk for severe illness from COVID-19. This guidance should be taken into account when students choose to take the ACT.