

# COVID-19 Coronavirus Policy

Date: October 12, 2020



To: All ACT Hands-On Test Hosts, Installers, and Evaluators

From: The Ceramic Tile Education Foundation

Due to the COVID-19 (coronavirus) pandemic, the Ceramic Tile Education Foundation (CTEF) is taking proactive steps to address several hands-on test concerns. First and foremost, we will maintain a safe test site and adopt practices protecting the health of the host site employees, customers, visitors, ACT Evaluators, and ACT candidates.

During the operation of the Orientation and Hands-On test, the ACT Evaluator(s) and ACT candidates will abide by all rules and regulations imposed by the host company along with any and all municipal, state, and federal guidelines to reduce the transmission of communicable diseases at the test site.

## **Host Requirements:**

Throughout the operation of the Advanced Certifications for Tile Installers (ACT) Orientation and Hands-On testing, the host will maintain a safe and well-equipped facility. As such, the host will provide:

- Alcohol-based hand sanitizers throughout the test site and in common areas.
- Cleaning sprays and wipes to clean and disinfect frequently touched objects and surfaces such as door knobs, push plates, emergency exit hardware, light switches, and handrails. Routine environmental cleaning will be maintained.
- The policy of host company, municipality, county, state, or federal guidelines are applicable to anyone within their building.
- Masks for all in attendance who do not provide their own mask.

## **Site & Test Operation Requirements:**

- The ACT Evaluator is in charge during the Orientation and Hands-On testing.
- An approved mask or face covering must be worn by all participants at all times. If the candidate does not have one, the host will provide a mask.
- ACT candidates not wearing a mask will be asked twice to wear and properly use a mask. If the candidate fails to do so, he/she will be asked to immediately leave the site.
- ***If the candidate refuses to comply, the ACT Evaluator will shut down the entire test and leave the site. Don't be responsible for ruining the test for everyone.***

- In order to protect each candidate while completing the hands-on test, one of these methods will be in place:
  - The test module will be spaced at least six (6) feet apart
  - The module will be fitted with a physical barrier effectively separating each side

### **ACT Candidate Requirements:**

- Take your temperature just prior to travelling to the host site for Orientation and tool set up and remain at home if you have a fever at or above 100.4° F.
- The Evaluator will use a digital thermometer to test each candidate on Orientation set up day and also at the beginning of each test day. As above, if the candidate's temperature is at or above 100.4° F, he/she will not be permitted to participate and will be asked to leave immediately.
- It is critical that the ACT candidate does not report to the ACT test site while he/she is experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills, or fatigue.
- Currently, the Centers for Disease Control and Prevention recommends that persons with elevated temperatures remain at home until at least 24 hours after they are free of fever (at or above 100.4° F or 37.8° C using an oral thermometer) or signs of a fever without the use of fever-reducing medications. If the ACT candidate has maintained a normal temperature for 24 hours prior to the day of Orientation, he/she may arrive at the test site and participate only after the Evaluator conducts a temperature check which is below the required maximum level.
- If you feel ill, do not participate in the ACT testing program at this time.
- ACT candidates who arrive at the test site feeling ill will not be permitted to participate in any function of the ACT Orientation or Hands-On test and will be sent home in accordance with these health guidelines.
- Avoid people who are sick with respiratory symptoms.
- You must wear a cloth or approved face mask, covering your nose and mouth, at all times while on the test site grounds. This includes Orientation, tool set up, and test day. The following are **not permitted**:
  - Bandanas
  - Single or double layered neck gators. (They must include three layers)
  - N95 or any other mask/respirator with a valve
- Wash your hands frequently with warm, soapy water for at least 20 seconds.

- Cover your nose and mouth with tissues whenever you sneeze, and discard used tissues immediately in the designated trash receptacle.
- Clean frequently touched surfaces including your tools and equipment
- Practice social distancing (6 foot) at all times
- Nitrile gloves must be worn at all times except when using the rest room or eating lunch
- Sanitize reusable PPE per manufacturer's recommendation prior to each use
- Ensure used PPE is disposed of properly
- Utilize disposable gloves and always wash your hands after removing gloves
- Disinfect reusable supplies and equipment.
- Candidates will **not** be permitted at any time to share any of the following items including, but not limited to;
  - Hand tools (including spacers, wedges, rub stones, and tape)
  - Snap cutters
  - Wet saws
  - Mixers, WaleTale, and/or HEPA filtered vacuums
  - GFCI devices
  - PPE (Personal Protection Equipment)
- Box lunches will be provided at Noon. No congregating or sharing left over items.
- Do not use a common water cooler. Individual water bottles will be distributed.
- Utilize disposable hand towels and no-touch trash receptacles
- As always, the test site is non-smoking. If a smoke break is taken by a candidate, it must be done at the designated area and done alone. Congregating will not be permitted at any time.
- The test site is a drug-free zone. The use of any drug, excepting prescription medications, will not be tolerated and the offender will be required to leave immediately.

**Additionally:**

- If you have contracted COVID-19 and recovered, you must bring proof of the test results to Orientation which verifies that you have received a negative test result.
- The Evaluator(s) will suggest to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.

**Evaluator Requirements:**

Evaluators will ask the following questions of each ACT candidate prior to entering the Orientation and on test day. If he/she answers “yes” to any question, he/she will be asked to leave the test site immediately. Anyone asked to leave prior to the Orientation, will **not** be permitted to return the next morning attempting to take the hands-on test.

- Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
- Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?

Throughout the ACT Hands-On test, be intelligently cautious, wear your mask and gloves, do not touch your face, and be respectful of others.

By signing this document, I acknowledge that I have read and fully understand each item listed and will abide by these guidelines.

Name: \_\_\_\_\_

Date: \_\_\_\_\_