



COVID-19 Safety Guidelines for Civil Service Exam Candidates

Revised 10/14/20

In attempt to protect the safety and wellbeing of all candidates as well as test monitors for Tioga County Civil Service Exams, the following guidelines must be followed:

1. If you are ill or have any symptoms (whether related to COVID-19 or not), do not come to the exam. Instead, please call Personnel/Civil Service at 607-687-8207 the next business day following the exam date to make arrangements for an alternate date.
2. If your answer is yes to any of the following questions on the day of the exam, do not come to the exam:
 - a. Have you had a persistent cough, persistent headache, loss of taste, loss of smell, sore throat, stuffy nose, fatigue and/or fever within last 14 days?
 - b. Have you been in contact with or around anyone with COVID within last 14 days?
 - c. Have you been advised to quarantine within the last 14 days?
 - d. Have you tested positive for COVID within the last 14 days?
 - e. Have you traveled to any of the Governor's Restricted States within the last 14 days?
 - f. Have you traveled internationally within the last 14 days?

Instead, please call Personnel/Civil Service at 607-687-8207 the next business day following the exam date to make arrangements for an alternate date.

3. Masks are required upon entering the building, leaving the building, using the restroom, or at any time when you are not seated at your assigned desk. Masks will be available at the exam site but you are encouraged to bring your own.
4. When arriving for the exam please maintain social distancing while waiting for check-in. Please do not congregate at the front door of the building if you arrive early and the door has not yet been unlocked.
5. Candidates will have their temperature checked by an exam monitor upon arrival. No more than three (3) temperature checks will be taken. Per CDC guidelines, a fever is considered to be a temperature of 100.4 or higher. A candidate whose temperature is consecutively recorded at 100.4F or higher, will not be allowed to take the test that day and instead will be allowed an alternate test date. The candidate will be contacted by the Personnel Department the next business day with information on when the alternate test date will be scheduled. At minimum, this will be 14 days following the original exam test date.

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6. Please be sure to have your admission letter, photo ID and a pencil ready upon entering the building. Your ID will be checked and you will be asked to sign your admission letter during check-in.
7. Candidates will be seated at least six feet apart in the exam room. You may choose to continue wearing your mask while seated during the exam but are not required to do so.
8. Be sure to bring your own pencils and calculators (if allowed). You may not borrow pencils or calculators from other candidates.

If you have any questions regarding the above guidelines please call our office *prior* to the exam date. Thank you in advance for your cooperation.