

# **ATTI COVID-19 Guidelines and Procedures**

## 1. Purpose:

Arizona Technical Testing Institute is providing guidelines and procedures to protect proctors and technicians from the COVID-19 virus. This guidance is not intended to discriminate against any proctor or technician who may be showing related symptoms to COVID-19, but to create a safe work environment while following the guidelines of the State.

# If you are experiencing or have experienced a cough or fever within 5 days prior to your exam date, please stay home and reschedule your exam. You must reschedule your exam per the reschedule policy on the website.

### 2. Sanitization:

Sanitizer will be available for use. Upon entering the building please immediately report to the sanitation station and thoroughly sanitize your hands.

The Arizona Technical Testing Institute will be sanitizing each station before and after each use.

#### 3. Masks:

Arizona Technical Testing Institute will require all proctors and technicians wear a mask during testing. We will have cloth masks available for use should a proctor or technician forget his/her mask.

#### Instructions for all proctors & technicians:

Upon entering the ADOT facility please administer your mask and report to the sanitation station. If you do not have a mask one will be provided for you.