



**Department of
Civil Service**

New York State
Department of Civil Service
COVID-19 Vaccination/Testing Policy
and Screening Procedures for
Civil Service Examination Candidates
Appearing In-Person

New York State Department of Civil Service COVID-19 Screening Procedures and Requirements for Civil Service Examination Candidates Appearing In-Person

Effective with the October 22, 2022 test date, the Department of Civil Service will suspend all COVID-19 screening procedures and requirements for candidates sitting for an in-person Civil Service examination being administered at a New York State test center.

Examination candidates sitting for an in-person Civil Service examination being administered at a New York State test center will no longer be required to pre-screen the morning of their examination. In addition, temperature checks will no longer be performed at New York State test centers the morning of the examination.

Although not mandatory, the Department of Civil Service **strongly encourages the wearing of face masks at all New York State test centers.** Masks will not be provided at the test site.

IMPORTANT NOTE: This policy is subject to change based on the requirements of each test center. **Candidates appearing for a Civil Service examination at a New York State test center must abide by the COVID-19 procedures and requirements of the test center to which they are assigned** in order to sit for their scheduled state Civil Service examination. Candidates will be notified either on their Admission Notice or through e-mail if the test center to which they have been assigned has different requirements for admission than what are stated in this policy and what these specific requirements are.

Examination candidates are responsible for reviewing all communication received from the Department of Civil Service and for ensuring that they follow all COVID-19 procedures and meet all COVID-19 requirements to sit for their scheduled Civil Service examination. Individuals who fail to follow the policy of the test center to which they have been assigned will NOT be permitted to sit for their scheduled Civil Service examination and will NOT be scheduled for an alternate test date.

If you have any questions about the COVID-19 procedures or requirements for in-person Civil Service examinations, please contact the Department of Civil Service at (518) 474-2106.

APPLIES TO

This COVID-19 policy applies to all candidates sitting for an in-person Civil Service examination being administered at a New York State test center.

This policy does not apply to municipal examination candidates who are not being tested at a New York State test center.

REASONABLE ACCOMMODATIONS

Individuals seeking a reasonable accommodation due to a medical reason or sincerely held religious belief, practice, or observance must request the reasonable accommodation on their examination application by checking the appropriate box that coincides with their specific accommodation request.

Reasonable accommodations are not guaranteed. Appropriate documentation is required and must be received timely for all reasonable accommodation requests. The requested accommodation, or a reasonable alternate accommodation, will be provided to the extent possible.

Further information is available from the Test Accommodations Unit of the Department of Civil Service. In the Albany area, call 518-474-1895. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.



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New York State
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