



**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 Vaccination/Testing Policy and Screening Procedures for Civil Service Examination Candidates Appearing In-Person**

The Department of Civil Service takes the health and safety of test site staff and examination candidates seriously. Toward that goal, and in consideration of guidance released by the State of New York, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, until further notice, the Department of Civil Service is implementing a **mandatory** COVID-19 vaccination/testing policy for all candidates sitting for an in-person Civil Service examination being administered at a New York State test center.

If you have any questions about the COVID-19 vaccination/testing policy for Civil Service examinations, please contact the Department of Civil Service at (518) 474-2106.

### **COVID-19 VACCINATION/TESTING POLICY**

Effective December 1, 2021, and until further notice, all individuals who are scheduled to take an in-person Civil Service examination administered at a New York State test center are required to provide evidence of receiving the full COVID-19 vaccination series **OR** evidence of a negative **polymerase chain reaction (PCR)** COVID-19 test result from a test taken within the preceding seven (7) days of the date of their scheduled examination.

Examination candidates will also be required to wear an appropriate face covering/mask while present at the test site and throughout the administration of the examination, regardless of vaccination status.

**Individuals who fail to meet these COVID-19 vaccination/test or mask requirements will not be permitted to sit for their scheduled state Civil Service examination.**

### **APPLIES TO**

This mandatory COVID-19 vaccination/testing policy applies to Department of Civil Service test site staff, monitors, and 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.

### **DEFINITIONS**

- **COVID-19:** COVID-19 is a respiratory disease caused by SARS-CoV-2, a new coronavirus discovered in 2019. The virus is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks.

- **Fully Vaccinated:** Individuals are considered fully vaccinated when they have received the second dose of a 2-dose Pfizer or Moderna vaccination series or the single dose of the Johnson & Johnson vaccination no later than two (2) weeks before the scheduled date of their examination.
- **Partially Vaccinated:** Individuals are considered partially vaccinated if they have not received their second dose of a 2-dose Pfizer or Moderna vaccination series or the single dose of the Johnson & Johnson vaccination at least two (2) weeks prior to the scheduled date of their examination.
- **PCR Test:** The polymerase chain reaction (PCR) test, also called a molecular test, can detect an active coronavirus infection by identifying the viral genetic material of COVID-19.

## **PROOF OF COVID-19 VACCINATION OR TESTING**

If you are an approved applicant for an in-person state Civil Service examination, you must provide evidence that you have been fully vaccinated for COVID-19 or have tested negative for COVID-19.

**You have two options:**

1. **You can provide proof that you are fully vaccinated for COVID-19 by the date of your scheduled examination; OR**
2. **You can provide proof of a negative PCR test for COVID-19 taken within the preceding seven (7) days of your scheduled examination. Antigen tests will not be accepted.**

Testing for COVID-19 is widely available throughout New York State. Individuals who have questions about COVID-19 testing should call the New York State COVID-19 Hotline at 1-888-364-3065 or visit the [NYSDOH website](#).

## **ACCEPTABLE PROOFS OF COVID-19 VACCINATION**

The following are **acceptable** proofs of COVID-19 vaccination:

1. [NYS Excelsior Pass/Excelsior Pass Plus](#) digital platforms;
2. U.S. Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Record Card;
3. New York Statewide Immunization Information System (NYSIIS)/New York Citywide Immunization Registry (NYCIR) record; or
4. Copy of an electronic medical record from your medical provider.

## **SUBMITTING PROOF OF COVID-19 VACCINATION SERIES OR NEGATIVE TEST**

Examination candidates will be directed to submit evidence of their COVID-19 vaccination series or negative COVID-19 test result by visiting the **New York State Department of Civil Service COVID-19 Vaccination/Testing Portal** and following the instructions provided at: <https://www.cs.ny.gov/home/myaccount/vaccine-info.cfm>

Individuals should **not** submit evidence of their COVID-19 vaccination series or negative COVID-19 test result until after submitting an examination application. **Evidence must be submitted in the portal no later than the Wednesday before the test date.**

## **EXEMPTIONS/REASONABLE ACCOMMODATIONS**

Individuals seeking an exemption to the Department of Civil Service COVID-19 vaccination/testing policy because of a medical reason or sincerely held religious belief, practice, or observance must request a reasonable accommodation on their examination application under “Other Accommodations.”

Exemptions or reasonable accommodations are not guaranteed. Appropriate documentation is required for all reasonable accommodation requests. [Remote proctoring](#), to the extent possible, will be offered to individuals approved for a reasonable accommodation.

Further information is available from the Test Accommodations Unit of the Department of Civil Service. In the Albany area, call 518-474-2101. 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.

## **TEST CENTER SAFETY REQUIREMENTS AND PRE-SCREENING PROCEDURES FOR CIVIL SERVICE EXAMINATION CANDIDATES APPEARING IN-PERSON**

Test rooms, including desks, chairs, computers (if used), and shared surfaces will be sanitized by agency staff before and after each test administration. In addition, candidates will be distanced 6 feet apart when waiting in line at the test site and while seated in the test room.

The following requirements and procedures are in accordance with the U.S. Centers for Disease Control and Prevention (CDC), the State of New York, and a variety of public health authorities and professional organizations.

## **EXAMINATION CANDIDATE REQUIREMENTS**

- ✓ **Bring proof of your COVID-19 vaccination series or negative PCR test to the test site.** You may be asked to show proof in the event that test center staff cannot

confirm that you uploaded your information into the New York State Department of Civil Service COVID-19 Vaccination/Testing Portal.

- ✓ Do not bring anyone with you to the test site.
- ✓ Wear a face mask to your test. Face masks must completely cover your nose and mouth and are mandatory at test sites. Acceptable masks include, but are not limited to, cloth masks, surgical masks, and N-95 respirator masks. All masks must have two or more layers of washable, breathable fabric.
- ✓ Masks must be properly worn throughout the duration of the examination.

**You will not be allowed to enter the test site without an appropriate mask. Masks will not be provided at the test site.**

- ✓ Maintain a distance of at least 6 feet from others at the test site.
- ✓ Be prepared to sanitize your hands before and after your examination. Hand sanitizer will be provided at the test site.\*
- ✓ Bring two **sanitized** #2 pencils to your test.\*\*
- ✓ Bring a **sanitized** calculator (if allowed) to your test.\*\*
- ✓ In the best interest of public health and safety, all domestic and international travelers should follow all CDC travel requirements found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.
- ✓ Those who appear at a test site unscheduled or after the test start time will be turned away.

*\*The hand sanitizer provided at the test site may not be fragrance-free. If you have fragrance sensitivities and require fragrance-free hand sanitizer, you should bring your own hand sanitizer with you to the test site.*

*\*\*You will be required to sanitize your pencils and calculator (if allowed) before you are allowed into the test site (disinfectant wipes will be provided to you for this purpose).*

## **CANDIDATE PRE-SCREENING ON DATE OF TEST**

Candidates must pre-screen the morning of their examination using the Facility Entry Screening: <https://screening.ny.gov/self-screening>. The link to the pre-screening questions will be emailed to you with your Admission Notice. **You must select and complete the following options even if you are already a state employee and have a New York State Email Address.** If you do not have a New York State Email Address:

- Select “I don’t have a NYS Email Address”
- Select “I am visiting a NYS facility”
- Fill in your first name, last name, and email address
- The Agency Contact Email is: [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov)

You must answer the questions via the link on the morning of the test date or you will not be allowed to enter the test site. You will need to provide proof that you passed the screening either via your cell phone or a printed paper copy of the passed screening.

- If you answered **NO** to all questions, bring your proof of acceptable screening to the test site to be checked by test site staff prior to having your temperature checked. Test site staff will validate the date and time of your screening to ensure the screening was done on the morning of the test date.
- If you answered **YES** to any of the questions, **DO NOT** appear at the test site for your examination. Instead, contact the Test Administration Unit no later than the Monday following the test date. You may contact the Test Administration Unit by phone at (518) 474-6470 or by email at [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov) to discuss an alternate test date.
- If you made a mistake when completing your pre-screening or you were unable to pre-screen using the link before arriving at the test site on the morning of the test date, you will need to self-screen with test site staff using either the screening link or a paper copy form.
- If you **DO NOT** pass the screening, you will be instructed to leave the test site and to contact the Test Administration Unit no later than the Monday following the test date. You may contact the Test Administration Unit by phone at (518) 474-6470 or by email at [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov) to discuss an alternate test date.
  - Test site staff will maintain a list of candidates who fail the screening process and will provide this list to the Test Administration Unit upon completion of the day's test administration. Test site staff will provide you with a paper slip stating why you failed the screening and who to contact.

## TEMPERATURE CHECK

You will be required to have your temperature checked at the test site by test site staff using a non-contact infrared thermometer prior to being allowed into the test site.

- If your temperature is **less than 100.4 degrees Fahrenheit**, you will be allowed into the test site/test room.
- If your temperature is **100.4 degrees Fahrenheit or greater**, you **WILL NOT** be allowed to enter the test site/test room, and you will be instructed to contact Test Administration no later than the Monday following the test date. You may contact the Test Administration Unit by phone at (518) 474-6470 or by email at [AdmissionNotices@cs.ny.gov](mailto:AdmissionNotices@cs.ny.gov) to discuss an alternate test date.



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Visit the New York State  
Department of Civil Service Website @  
[www.cs.ny.gov](http://www.cs.ny.gov)

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