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

In consideration of revised guidance issued by the State of New York, effective with the July 16, 2022 test date, the Department of Civil Service will suspend its mandatory COVID-19 vaccination/testing requirement for all candidates sitting for an in-person Civil Service examination being administered at a New York State test center.

The Department of Civil Service takes the health and safety of test site staff and examination candidates seriously. Toward that goal, and until further notice, the Department of Civil Service will continue to require all candidates sitting for an in-person Civil Service examination being administered at a New York State test center to pre-screen the morning of their examination. Instructions on how to pre-screen are included below in the section entitled, “Candidate Pre-Screening on Date of Test.”

In addition, although not mandatory, the wearing of face masks at all New York State test centers is strongly encouraged. 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 screening procedures and meet all COVID-19 requirements to sit for their scheduled Civil Service examination. Individuals who fail to follow the Department of Civil Service policy, or 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.

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 apart, to the extent practicable, when waiting in line at the test site and while seated in the test room.

EXAMINATION CANDIDATE REQUIREMENTS

 ✓ Do not bring anyone with you to the test site.
 ✓ Maintain a distance of at least 3 feet from others at the test site.
 ✓ Wearing a face mask while at the test site is strongly encouraged.
 ✓ 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](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](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

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 by phone at (518) 474-6470 or by email at AdmissionNotices@cs.ny.gov no later than the morning of your scheduled examination 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 immediately by phone at (518) 474-6470 or by email at 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.

- If you are experiencing COVID-19 symptoms or are not feeling well on the morning of your examination, DO NOT appear at the test site. Instead, contact the Test Administration Unit by phone at (518) 474-6470 or by email at AdmissionNotices@cs.ny.gov no later than the morning of your scheduled examination. You will be required to submit medical documentation of your illness to the Test Administration Unit no later than the Monday following the date of your scheduled examination in order to be considered for an alternate test date. This medical documentation must be dated the same day as your scheduled examination.

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 immediately by phone at (518) 474-6470 or by email at AdmissionNotices@cs.ny.gov to discuss an alternate test date.

**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 518-474-2101. 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.
Visit the New York State Department of Civil Service Website @
www.cs.ny.gov

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