

ISA Component Sponsored Examination Event

COVID-19 Extraordinary Guidelines – ISA Performance-based Certification Exams

Most countries around the world have seen cases of COVID-19 and many are experiencing outbreaks. ISA has established the following guidelines to help slow the spread of this virus. ISA Components are partners in delivering ISA performance-based examinations (also known as “Skills Exams”) and ISA Certification Liaisons must review and ensure compliance with these and any other local guidelines for their respective, scheduled ISA examination events.

These extraordinary guidelines must be implemented in addition to all previously established ISA policies and procedures. ***If any guideline is in conflict with standard established procedures, the extraordinary guidelines in this document supersede standard established policies and procedures.***

These guidelines were created to ensure fairness and impartiality amongst candidates during this pandemic and compliance with recommendations issued by the [World Health Organization \(WHO\)](#) and [Centers for Disease Control and Prevention \(CDC\)](#). ***Local regulations may apply in addition to the guidelines included here.***

Candidate Information

ISA will send the information, provided here as **ATTACHMENT A**, to all candidates taking a performance-based certification exam prior to their examination date.

Exam Environment

Venue Selection: Ultimate responsibility of Certification Liaisons, but evaluators are often involved.

The maximum number of candidates specified when the exam is submitted to ISA must not exceed: 1) the number of candidates in gathering point(s), if any, considering the minimum 6 foot (1.8 meters) candidate spacing requirements of social distancing; 2) the maximum number of people (this includes candidates, evaluators, and evaluator assistants) gathered in a single location allowed by local governments and health authorities for public and private gatherings.

If any of these conditions change after you have already scheduled an exam, please contact [Roger Bell](#) as soon as possible to notify ISA, he can work with you to change exam location and/or address exam capacity if needed.

The following must be available and easily accessible to candidates and evaluators at the testing site prior to candidate arrival:

- Hand sanitizer
- First aid kit (including CPR masks and extra latex gloves)
- Cleaning and disinfecting product ([list of products that are EPA-approved for use against the virus that causes COVID-19](#))

Candidate Management

Evaluators and Assistants must follow these Extraordinary COVID-19 Guidelines in addition to all ISA previously established policies and procedures related to preparation of the testing site(s) and candidate management. ***If any guideline is in conflict with standard established procedures, the extraordinary guidelines in this document supersede standard established procedures.***

Evaluators and Testing Assistants must:

- Wear a face mask or face covering at all times when candidates are present at the test site AND require candidates to wear a face mask or face covering (unless they are aloft and clearly beyond the 6 feet/1.8 meter social-distancing requirement).
- Require each candidate to pull their face mask or face covering down briefly during the check-in process to verify their identity.
- Read and confirm Check-in Verbal Acknowledgement/Agreement according with **ATTACHMENT B** with every candidate upon check-in and prior to starting examination.
- Check-in procedures should be done as to avoid gathering of candidates.
- Knots should be checked/evaluated/reviewed maintaining social-distancing requirements (6 feet/1.8 meter) by asking the candidate to show it allowing a 360° view/review of the knot by the Evaluator. Evaluators can ask candidates to show specific parts of the knot verbally maintaining the social-distancing requirement.
- If there are any instances where an Evaluator/assistant must touch any equipment used by the candidate, the evaluator/assistant must use gloves (and dispose them after each candidate) and disinfect the equipment using cleaning and disinfecting products (please follow [CDC guidelines](#) for cleaning and disinfecting of “Hard (Non-porous) surfaces”) before returning the equipment to the candidate. *This procedure may be needed for the portion of the exam utilizing the pole saw.*
- Acknowledge to their respective Certification Liaison or Lead Evaluator that they meet the following requirements to deliver the examination and:

Evaluators/assistants should not deliver an examination and should contact their Certification Liaison if...	Unless...
You have tested positive for COVID-19	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine AND At least 14 days have passed since your last exposure, or you have received two negative COVID-19 test results in a row, 24 hours apart
You are currently experiencing or have experienced one or more associated symptoms within the last fourteen (14) days <ul style="list-style-type: none"> • shortness of breath • cough • fever • chills • sore throat • loss of smell 	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine
You live with or have had close contact with someone who has confirmed or suspected COVID-19	At least 14 days have passed since your last exposure
You have been or are under home quarantine or centralized observation by government or healthcare authorities	At least 14 days have passed since your quarantine or centralized observation has been lifted by the government or healthcare authorities

Evaluators should note any issues associated with compliance of these guidelines and/or COVID-19 using the applicable Comment/Note sections of the standard Compliance Form included in the exam package.



We are following recommendations from the Centers for Disease Control and Prevention and the World Health Organization for preventing the spread of COVID-19. We ask candidates to comply with the health and safety guidelines outlined below when choosing to attend an ISA examination event. *Local regulations may apply in addition to the guidelines included here.*

Please arrive at least 30 minutes before exam start time and note the following restrictions.

You will not be allowed to test and should reschedule you exam if*...	Unless...
You have tested positive for COVID-19	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine AND At least 14 days have passed since your last exposure, or you have received two negative COVID-19 test results in a row, 24 hours apart
You are currently experiencing or have experienced one or more associated symptoms within the last fourteen (14) days <ul style="list-style-type: none"> • shortness of breath • cough • fever • chills • sore throat • loss of smell 	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine
You live with or have had close contact with someone who has confirmed or suspected COVID-19	At least 14 days have passed since your last exposure
You have been or are under home quarantine or centralized observation by government or healthcare authorities	At least 14 days have passed since your quarantine or centralized observation has been lifted by the government or healthcare authorities

****There will be no associated rescheduling fees if you choose to reschedule due to COVID-19 restrictions.***

You will be asked to acknowledge that you meet the above health requirements and that you will comply with the health and safety guidelines listed below while testing.

- Stay at least 6 feet (1.8 meters) away from any other candidates and evaluators/assistants during the check-in process and examination.
- Cover your nose and mouth in case of sneezing or coughing.
- You must bring and wear your own face mask while at the examination site at ground level. Any surgical or cloth face mask, including a homemade face mask, is acceptable as long as your nose and mouth are fully covered. Candidates without a face mask will be denied testing services. We are unable to provide face masks to candidates.
- To prevent crowding, wait until an evaluator or assistant confirms that you can proceed to the examination site/area.
- Comply with all additional instructions from the evaluator and testing assistant onsite.
- Some testing locations may require candidates to provide a temperature check upon arrival.

Attention ISA Certification Candidates

Important procedures regarding COVID-19

Please verbally confirm with each candidate upon arrival at the test site:

Question:	Answer should be...	Unless...
Have you tested positive for COVID-19?	No	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine AND At least 14 days have passed since your last exposure, or you have received two negative COVID-19 test results in a row, 24 hours apart
Are you currently experiencing or have experienced one or more associated symptoms within the last fourteen (14) days? - shortness of breath - cough - fever - chills - sore throat - loss of smell	No	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine
Do you live with or have you had close contact with someone who has confirmed or suspected COVID-19?	No	At least 14 days have passed since your last exposure
Have you been or are you under home quarantine or centralized observation by government or healthcare authorities?	No	At least 14 days have passed since your quarantine or centralized observation has been lifted by the government or healthcare authorities

NOTE: There will be no associated rescheduling fees if they have to reschedule due to COVID-19 restrictions highlighted here.