



# ON-SITE TEST GROUP COORDINATOR RESPONSIBILITIES

## While Testing at AET

Updated Nov. 2022

- ♦ Assure that all test group associates within their company's test program (whether they are staying on or off-site) are registered and approved with AET by completing the AET Facility Registration and Agreement Form. The form MUST be received by AET prior to everyone's entry into the AET facility.
- ♦ On-Site Coordinators will be given stickers (color coded to each company on-site) that MUST be placed on the outside of each test vehicle's windshield, where the rearview mirror is attached. Stickers MUST be affixed to the center of the upper windshield of the vehicle in the described location, or the vehicle will not be allowed access to AET test courses.
- ♦ Ensure that the AET Course request form is submitted every day by **6:00 AM**, via logging into the manager account on the AET website ([www.aetesting.com](http://www.aetesting.com)).
- ♦ Communicate with the AET Course Coordinator
- ♦ Communicate all course closures, charging station closures, and updates from the AET Course Coordinator to your entire test group immediately.
- ♦ Handle the distribution and retention of all building and lodging swipe cards and gate codes.
- ♦ Organize and assign bedrooms to occupants within your test group's designated lodge.
- ♦ Ensure all occupants have read the AET Site Operating Rules & Regulations document which is kept in each individual bedroom.
- ♦ Ensure all occupants have read the AET Lodging COVID Housekeeping Info document and are aware of the AET housekeeping procedures. This document is kept in each individual lodging bedroom.
  - ♦ Ensure all occupants are out of the lodge's common areas during the scheduled daily cleaning period from 8:30-9:30 AM.
  - ♦ Occupants checking out of AET must vacate their room no later than 9:00 AM
- ♦ Confirm that when an occupant is checking out of lodging, they hang the "Checked Out" door hanger on the outside of their individual bedroom door. This will alert housekeeping to do a complete "flip" clean of the room before the next occupant arrives.