



## **COVID-19 Impact on Test Proctoring Services**

### **Respiratory etiquette: Mask/Face Covering Requirement**

All employees, students and visitors (including testers) at Bemidji State University and Northwest Technical College **MUST** have a mask/face covering readily available at all times when on campus and **MUST** follow requirements outlined below.

Required inside campus.

Required outdoors in situations where social distancing (6 feet) is not possible.

Required in vehicles with passenger(s).

Exceptions:

- Working with an approved reasonable accommodation
  - Employees contact [Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) or 218-755-2445
  - Students contact [Christian.Breczinski@bemidjistate.edu](mailto:Christian.Breczinski@bemidjistate.edu) or
- Alone in a private work space where others cannot enter (Private Testing Rooms are approved as private work space as long as there is no more than one person in the room)
- Eating/drinking (in private work space, outside while social distancing, or in designated indoor eating areas with social distancing)
- Alone in private dorm room

Please work with your supervisor to ensure you are adhering to Mask/Face Covering requirements.

If you arrive for your test without a mask/face covering, one will be provided for you at the front desk.

### **Social Distancing**

Testers arriving for testing, will be asked to wait, with six (6) feet distance between other testers identified by large stickers on the floor, until the test proctor is available to check them in.

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Testers are testing in private testing rooms with one tester at a time. In the event that a tester is testing in the Student Success Center Learning Lab, testing stations have been adjusted to maintain six (6) feet of distance between testers.

### **Cleaning and Sanitizing**

Each testing station will be cleaned and sanitized prior to and after each tester by staff in the Student Success Center at Bemidji State University. This includes routine cleaning of desks, any devices allowed or required for testing including calculator, computer (monitor, keyboard and mouse), etc. Scratch paper and writing utensil will be replaced for each tester and writing utensils will be cleaned and sanitized at the end of each day to be used the next day.

Lockers used for testers will be cleaned and sanitized after each use, both inside and out.