**COVID-19 Safety Practices While Using UNCP Testing Services**

UNCP Testing Services strives to provide the highest quality of testing in a safe environment for our candidates. We ask that all examinees strictly adhere to the following guidelines to meet this goals:

* Examinees must wear a mask to the test center, regardless of local policy. If you come to the test center without a mask, you will be provided with one. Both medical masks and cloth face coverings are acceptable.
* Mask are to be worn for the duration of your exam.
* You are allowed to bring/wear rubber gloves, but gloves are not required.
* All test center staff will be required to wear a mask.
* You will be required to check your temperature upon entering the front door.
* You will be required to use hand sanitizer as you enter and exit the testing center (provided.)

***Safety and Protocols***

* Examinees will complete the temperature screening upon entering the building.
* Examinees, members and clients are placed six feet apart during check in and testing and while receiving testing services.
* Testing center capacity has been reduced to maintain social distancing.
* Facial coverings are required for staff and examinees and can only be removed for identification purposes. Face masks will be provided if an examinee arrives without a required facial covering.
* Staff may wear disposable gloves throughout the day (optional.)
* Staff will clean and disinfect computers, desktops, mice, check-in area, pens, pencils, chairs, lockers, and door handles after each examination.
* Social distancing signs will be used to mark the floors/doors, keeping the examinees six feet apart.
* All personnel are six feet apart from each other while monitoring examinees.

***Testing Center Registration and Check-In***

* Registration - All exam registrations are done online via the RegisterBlast system. On-site registration is not available.
* Examinees must complete the UNCP Health Screening: Temperature check at front door.
* Check in at front desk window with valid ID.
* Examinees are instructed to use hand sanitizer before entering the lab, and to secure personal belongings in a locker. Examinees are then admitted to their assigned testing lab/computer while maintaining 6-feet apart.
* Examinees are seated and begin computer-based exam while monitored by testing staff.
* Upon completion of the exam, examinees will be escorted out of testing area, recover personal items, and check out of facility.
* Hand sanitizer will be available at check-in and in testing lab for examinees.
* Examinees will be assigned a seat six feet apart from each other.
* Testing center staff will wear mask, gloves (optional) , and follow all rules and protocols of testing and social distancing.
* Examinees will dispose of scratch paper in provided recycle bin.
* Testing center staff will wipe down desks and surfaces with disinfectant sprays/wipes at the end of each exam.