



Testing Center Procedures during COVID-19 Pandemic

Information for SFU Faculty

SFU's Testing Center welcomes you back!

We are excited to reopen SFU's Testing Center and welcome your return. We've enhanced our protocols to mitigate risk and ensure a safe, healthy, and inclusive environment for students, faculty, staff, and visitors with the following measures:

- Requiring all examinees and employees to wear masks throughout the testing center and waiting area (hallway).
- Limiting and staggering scheduled appointments, controlling traffic flow in the check-in and testing rooms, and arranging examinee seating to promote social distancing.
- Providing disposable ear plugs, pencils, tissues, and hand sanitizer.
- Deep-cleaning high-touch areas multiple times a day. This includes cleaning/disinfecting objects or surfaces not ordinarily cleaned regularly (e.g. doorknobs, light switches, noise machines, countertops, lockers, chairs, partitions, backpack hooks, coat rack, computer stations, testing equipment/materials, etc.)
- Opening windows when possible to increase circulation of outside air throughout the testing center.

We'll need YOUR help.

We need everyone who visits the Testing Center to help us keep the center running safely.

- Email, chat (Cranium Café), and telephone calls will be the preferred methods for appointment scheduling and other inquiries in order to limit traffic within the testing center.
- With your approval, students are to schedule each quiz/exam at least 48 business hours in advance (excludes weekends). Walk-ins are not allowed due to limited seating availability and social distancing guidelines.
- Keep in mind that staggered start times will be assigned to prevent congestion in the backpack/locker area and at the check-in counter.
- Everyone visiting the Testing Center must wear a mask in the center and waiting area (hallway), unless you cannot do so for medical reasons.
- Students are being instructed to speak to their instructor immediately if they have a fever above 99.5, are ill, or are experiencing other COVID-19 symptoms. They will need your approval to reschedule but should also notify testing center staff that they will not be reporting.
- Visitors will be checked in one at a time, only after being summoned from the waiting area (hallway).
- Please sit or stand 6 feet apart from others in the hallway while waiting to be served.
- Please use the hand sanitizer when entering the Testing Center.
- Cover your nose and mouth in case of sneezing or coughing.
- Maintain a safe social distance of at least 6 feet apart when feasible throughout the testing center.

If within 3 days of visiting our testing center you develop symptoms or are suspected of having COVID-19, please notify us by calling Donald E. Miles, cell (814) 330-4690.

Thank you for your cooperation! We look forward to serving you!

become that
someone