

Program Name <i>Plant Industry</i>	Revision Date: 6/1/2020
STANDARD OPERATING PROCEDURES FOR PEST CONTROL LICENSE TESTING DURING PANDEMIC CONDITIONS-INDUSTRY GUIDANCE	



BACKGROUND INFORMATION:

This proposal focuses on implementing a protocol to offer in-person license testing for pest control operators in a manner that is consistent with the Nevada Health Response and Nevada licensing regulations while keeping workplaces safe during the COVID-19 pandemic.

Current Nevada statutes and regulations require every business and individual person practicing commercial pest control be licensed by the NDA. Current statutes and regulations which require an NDA license to practice commercial pest control still apply and remain in effect for the duration of this pandemic, and state law requiring a license is still enforceable.

The NDA oversees and administers a commercial pesticide license program for pest control businesses which engage in pest control for-hire and also oversees two non-commercial pesticide applicator programs for applicators who apply pesticides but do not engage in applying pesticides for hire.

All exams must be taken in person to maintain exam integrity and security and proctors are required to verify the identity of the examined individual. During the COVID-19 statewide shutdown, offering in-person testing for individuals wishing to establish their own new business or work for an existing pest control business is problematic and requires prioritization of individual health and protection from infection.

IN PERSON TESTING PROCEDURES:

Testing Procedures:

- NDA staff will take information and payment over the phone then schedule the exam time (which needs to be completed within 2 weeks). **PAYMENT METHOD WILL ONLY BE HANDLED OVER THE PHONE BY CREDIT OR DEBIT CARD UNTIL FURTHER NOTICE.**
- If the tester has exhibited any signs of illness (fever, cough, sore-throat, etc) within 72 hours they are to reschedule.
- The front and rear doors are to remain locked at all times until permission has been issued by the Director for the building to be open to the public. Each tester will be informed to **remain in their vehicle** until the scheduled

testing time. They are not to enter the building until escorted by designated NDA staff to their testing location. The lobby area is not to be utilized by testers.

- NDA staff will ask the following screening questions, outside the building to the tester (if yes to any of them, they cannot test):
 - Do you, or a person you live with, have:
 - A temperature of 100.4°F or higher, OR;
 - Two or more of the following: chills, new loss of taste or smell, or
 - unexplained body aches, headache, or sore throat, OR;
 - One or more of the following: dry, non-productive cough (new onset or worsening of chronic cough), shortness of breath, or difficulty breathing?
- If the tester's responses are all no, they will be asked to present their ID.
- NDA staff will then guide testers to the following testing rooms and instruct them exactly where to sit (**THIS WILL BE THE ONLY PLACE THEY WILL SIT DURING THE EXAM**); their exams will have been pre-placed on their assigned tables (proctor will sanitize the seat and chair after the tester leaves the building. Sanitizer label is to be followed to ensure effectiveness):
 - Las Vegas Office: Training or conference room
 - Sparks Office: Testing room adjacent to Ruth's office or conference room
 - Elko Office: Conference room.
- Testing will only be permitted through appointment. Each tester will be instructed on the following:
 - Bring their own pencil, identification, calculator and **FACE COVERING (TESTER WILL NOT BE ALLOWED INTO THE BUILDING WITHOUT THESE ITEMS)**.
 - Face coverings are required to be worn:
 - Prior to entering the building when being screened by NDA staff and at all times once in the building;
 - During the exam;
 - Until the individual leaves the office.

- No cell phones, papers, packs, bags, coats or hats.
 - A 6-foot distancing rule between all individuals is required at all times.
 - Testers are requested to only use restrooms prior to or following exam completion when possible. Only one person is permitted in the restroom at a time.
- Testers will be monitored through the cameras in the Sparks Office and through open doors in the Vegas and Elko Offices. When finished with the exam(s), tester will wave to the proctor signifying completion.
 - The tester will be escorted by the proctor out of the building
 - Tester leaves everything on the table, except their pencil and calculator, and **does not hand anything to NDA staff.**
 - The NDA proctor will take their photo for the license badge and escort them out of the building (staying 6 feet apart).
 - While wearing a mask and gloves, NDA proctor will grade the exams(s) and inform them of their grade within 2 days. Elko Proctor will mail the exam(s) to the Sparks Office.
 - Proctors are to wear masks per the NDA guidance
 - This guidance will be sent to scheduled testers a minimum of 24 hours prior to the scheduled exam.

DECLARATION OF ACKNOWLEDGEMENT

By signing this document, I acknowledge I have received and reviewed the procedures outlined in this SOP and will follow them to the best of my ability.

Tester signature

Date