Generic Preventive Measures

(1/2)

Physical distancing of at least 6 feet to be followed

Use of face covers/masks to be made mandatory

Practice frequent hand washing with soap

Use of alcohol-based hand sanitizers

Date: 3rd September 2020
Generic Preventive Measures (2/2)

- Respiratory etiquette to be strictly followed
- Self-monitoring of health by all & reporting any illness at the earliest
- Spitting to be strictly prohibited
- Installation & use of Aarogya Setu App, as far as feasible

Date: 3rd September 2020
Examination Centers to Ensure the Following (1/2)

Planning of Examinations

- Only examination centers outside containment zone to be allowed to function
- Examinees from containment zones to undertake the exam through other means or at a later date
- Universities, Examination Conducting Authorities, etc. to plan the exams in a staggered manner
- Institutions to have adequate room capacity to ensure proper seating arrangement
- Appropriate arrangements for face covers/masks, hand sanitizers, soap, etc. to be made available for staff & students
- Exam functionary & examinees to submit self-declaration about health status at the entrance to the exam center

Date: 3rd September 2020
Examination Centers to Ensure the Following (2/2)

Planning of Examinations

Students to be given prior info. on what they should carry including exam-related documents, face mask, water bottle, hand sanitizer etc.

Adequate manpower to be deployed by Institution for document verification, recording of attendance & maintaining discipline during examination

Invigilators & supervisory staff to be briefed on the COVID code of conduct

Display of posters, standees, etc. on preventive measures for COVID-19

Centre to have a designated isolation room for anyone found symptomatic at the time of screening or during examination

Proper sanitization of buses/other vehicles arranged by educational institutions conducting examinations

Date: 3rd September 2020
Entry & Exit to the Examination Center (1/3)

- Entrances to have mandatory hand hygiene & thermal screening provisions
- Examination functionary/examinee failing to meet the self-declaration criteria to not be allowed entry
- Only asymptomatic staff & students to be allowed inside the examination hall
- Symptomatic candidates to be referred to the nearest health center & can undertake the exam through other means or at a later date
- If symptomatic student insists on giving examination, she/he to be allowed to take it in a separate isolation room

Date: 3rd September 2020
Entry & Exit to the Examination Center

1. Face cover/mask to be worn at all times inside the examination center
2. Enough entry & exits gates for students & staff to be ensured
3. Maintaining physical distancing of a min. of 6 feet, when queuing up for entry & inside the center
4. Specific markings to be made with sufficient distance to manage queues
5. Proper crowd management in the examination center as well as outside premises like parking lots, waiting areas

Date: 3rd September 2020
Entry & Exit to the Examination Center (3/3)

- Bags/books/mobiles to not be allowed in the examination center
- Examinees to be taken to a registration room in batches maintaining physical distancing norms for document verification & recording of attendance
- Examinees to be escorted in batches to the allotted examination hall
- Frisking of examinees to be undertaken after thermal screening. Personnel involved in frisking to wear triple layer medical mask in addition to gloves
- On completion of exam, candidates to move out in an orderly manner

Date: 3rd September 2020
Special Precautions for High-Risk Individuals

All high risk staff like older employees, pregnant employees & employees with medical conditions to not be deployed for invigilation/conduct of examination.

Such staff to be deployed in tasks not requiring direct contact with students.

Date: 3rd September 2020
COVID-19 PREVENTIVE MEASURES FOR CONDUCTING EXAMINATIONS

Movement Within the Examination Center
(1/3)

- Number of people in the elevators to be restricted
- Provision of wheelchairs to be ensured & disinfected regularly
- In case of a PwD candidate availing a scribe, both the candidate & scribe must wear masks & sit with adequate physical distancing
- Institutions to adopt contact-less processes like QR code, online forms, digital signatures
- Adequate arrangements for safe drinking water to be made
- Seating arrangement in the exam hall to follow social distancing

Date: 3rd September 2020
Movement Within the Examination Center

For pen & paper based tests, both examinee/invigilator to sanitize their hands prior to distributing/accepting question papers/answer

The answer sheets to be opened up after 72 hours post collection of papers

Use of spit/saliva for counting/distributing sheets to not be allowed

Sharing of personal belongings/stationery to not be allowed

For online/computer based examination, the systems to be disinfected using alcohol wipes before & after examination

Record of all exam functionaries/examinees to be maintained for future reference & traceability

Date: 3rd September 2020
Movement Within the Examination Center

For air-conditioning/ventilation, the guidelines of CPWD to be followed:

- Temperature setting to be in the range of 24-30°C
- Relative humidity to be in the range of 40-70%
- Recirculation of air to be avoided
- Intake of fresh air as much as possible
- Cross ventilation to be adequate

Date: 3rd September 2020
Sanitation and Hygiene

Examination hall & other common areas to be sanitized before & after examination

Effective & frequent sanitation within the premises with a focus on lavatories, drinking & hand washing stations/areas

Cleaning & regular disinfection of frequently touched surfaces to be made mandatory

Students & staff to dispose of used face covers/masks in covered bins available at the center

Date: 3rd September 2020
SOP For Symptomatic Individuals During Examination

- Place the ill person in an isolated room or area
- The person to remain isolated while wearing a mask/face cover till he/she is examined by a doctor
- Examinees exhibiting symptoms & willing to give the examination, to be allowed to take it in a separate isolation room
- If symptoms deteriorate, nearest medical facility to be informed
- A risk assessment to be undertaken by the designated public health authority
- Disinfection of the premises to be taken up if the person is found positive

Date: 3rd September 2020