



Guideline for the staff to conduct examinations during COVID-19 outbreak

Faculty of Graduate Studies, University of Sri Jayewardenepura

1. General instructions

- Fever and respiratory disease screening will be performed on all who enter the examination hall and laboratories for practical/examination.
- Any staff member who assigned for examination duties has fever, respiratory symptoms or other COVID-19 related symptoms will not be allowed to enter the premises. The coordinator of the postgraduate programme should be informed about the ill health over the phone for immediate replacement of a staff member.
- Facilities for hand washing/hygiene stations will be made available at the entrance to Faculty premises, buildings, examination hall, work areas and in all common areas used by staff and students.
- Staff members always should wash their hands for at least 20 seconds following the correct steps or use hand sanitizer with 70% alcohol before entering university buildings. Perform hand hygiene frequently and specially after touching frequently touched surfaces and objects.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

Duration of the entire procedure: 40-60 seconds



How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

 Duration of the entire procedure: 20-30 seconds



Patient Safety
A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

- It is recommended to have one's own hand sanitizer while at work.
- Refrain from touching the face (especially nose, mouth and eyes) with unclean hands.
- More than one-meter physical distancing should be maintained throughout the examination halls, and work areas.
- A clean face mask should be worn properly by all staff members in the university premises. If it is reused after removal for having meals etc. should be stored properly in a clean container. Disposal of used medical masks should be done into a polythene bag placed in a paddle operated waste bin. Once the bag is filled it should be tied and kept separately for more than 72 hours before disposal.
- All staff members should maintain respiratory etiquette at all times and at all places.
- Sharing of equipment like pen, pencil, phone between staff or between staff members and students will not be allowed. If needed sanitize them before and after exchange.
- All doors of common areas should be kept open. Opening windows and proper ventilation of closed spaces are encouraged.
- All staff members are encouraged to bring their meals from home as purchase of food from external sources is strongly discouraged. Sharing meals or eating from the same container/parcel should be strictly avoided. Eating utensils (cups, etc.) should not be shared, if shared should be cleaned properly before and after use.

2. Preparatory work by the faculty of graduate studies

- Printing and packing question papers should be done with a limited number of employees without changing members between the groups if work in shifts.
- The packed question papers should be kept for more than **72 hours** before opened in the examination.

3. Examination center

- All (supervisors, invigilators, candidates, supportive staff) should follow the general instructions given in this guideline.
- All (staff and the students) should **wear face masks properly** (to cover nose, mouth and chin) inside the examination hall.
- All **staff members** are advised to wear a **face shield during** all types of exams.
- The tables, desks and chairs should be arranged to maintain at least 1 meter physical distancing between candidates and staff considering movements of invigilators between rows of candidates.
- Doors and windows of the examination halls should be kept open throughout the examination for proper ventilation and not allow to use air condition.
- External disturbances should be minimized by maintaining a no-entry zone around the examination hall during the examination.
- Students are allowed to use rooms and washrooms in the **designated areas only**.
- Bags, books and notes etc. of candidates are not be allowed into the examination hall and kept in the **designated places away from the examination hall**. Avoid overcrowding when collected by candidates after the examination.
- Exchange of pen, pencil, eraser between candidates should not be allowed. If needed sanitize them before and after the exchange.
- Attention should be paid to maintain hand hygiene and physical distancing as much as possible when signing admission card by candidate, opening of question paper packets in front of two candidates, distribution of question papers and other writing papers to candidates, collection of answer papers from candidates etc. hand sanitizer should be used to avoid cross contamination.
- Clean, disposable hand gloves may be worn whenever necessary. Gloves are to be removed immediately after the task and to be discarded directly into the paddle-operated dustbin. Hand hygiene should be practiced before and after glove use.

3.1 **Protocol for management of a student who develops respiratory symptoms and/or fever and/or other COVID-19 related symptoms during the examination**

- If the student is not fit to sit the examination, a medical certificate should be submitted as per the routine procedure.

- If the student is fit to sit the examination, pre-designated isolated examination rooms will be used to conduct the examination for the particular student/ students while maintaining the infection prevention precautions.
- Written and viva-voce examinations will be conducted in these rooms individually.
- Extra staff should be appointed separately for examination duties in these isolated rooms.
- The staff who work in these rooms should wear appropriate PPEs - surgical face mask, protective gown, gloves and goggles/face shield.
- The student/s with symptoms will be supplied with surgical face masks to be worn at all times and stringent hand hygiene and respiratory etiquette to be maintained.
- For the practical examinations, the student with symptoms will be taken at the end as the last candidate. If more than one student is present, individual practical examination sessions need to be carried out after proper cleaning and disinfection of the examination center between sessions.
- All instructions given in section 3 are relevant to this section as well.

3.2 Cleaning and disinfection of examination halls

- All surfaces of the examination halls (including desk/tabletops, chairs, doorknobs) should be disinfected before and after the examination (if necessary every 3 hours) as below following cleaning by damp dusting/wet mopping or washing with soap and water or a general purpose detergent;
 - Non-metal surfaces with 0.1% sodium hypochlorite solution
 - Metal surfaces with 70% v/v alcohol solution
- The floors of the examination halls should be wet mopped using a detergent before and after the examination (twice daily).
- All desks and chairs should be wiped with a disinfectant (0.1% hypochlorite or 70% alcohol) before and after the examination.
- The door knobs of the exam hall should be wiped with 70% alcohol before the exam, at the interval, and after the examination.
- The common toilets of the examination hall should be cleaned and disinfected before the examination, after the interval and after the examination.
 - Clean floor and sinks, taps and commode seats with general purpose detergent
 - Wipe the commode handle and tap handle with 70% alcohol
 - Toilet bowls should be disinfected with a phenolic disinfectant

3.3 Guidelines on use of dining areas in the Faculty premises

- The floors of the dining area should be wet mopped using a detergent twice daily (before and after lunch).
- All tables and chairs should be wiped with a disinfectant (0.1% hypochlorite or 70% alcohol) before and after each use.
- The doorknobs of the dining area should be wiped with 70% alcohol.
- Common toilets of the dining area should be cleaned and disinfected every 3 hours.
 - Clean floor and sinks, taps and commode seats with general purpose detergent

- Wipe the commode handle and tap handle with 70% alcohol
- Toilet bowls should be disinfected with a phenolic disinfectant

4. Evaluation of answer papers

- The packed answer papers should be kept for more than **72 hours** before opened for evaluation.
- Evaluators should wash their hands with soap or use sanitizer more frequently following touching of answer papers.

5. Issuing of Results

- Conducted in a usual office environment.
- All staff should follow the general instructions given in this guideline and operational guideline on preparedness and response of COVID-19 in Sri Lanka.