

Health and Safety Measures for Test Day Journey - Egypt

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Purpose and scope of the document

This document has been designed to provide set standards and procedures to test venues and test day staff when delivering school exams with respect to the Covid-19 pandemic.

Note that some standards in this document is reliant on local government regulations that may be lifted or change at some point, pending pandemic control. Hence this document will be reviewed on regular basis to address changes and updates from the government.

This guidance must be read and implemented in conjunction to the Examining Boards' guidance documents, handbooks and manuals

It is a mandatory requirement that all staff assigned to test day delivery of exams at a test venue are briefed and trained on the new policies, controls and measures outlined in this document.

Entry and personal belongings management

- Candidates must maintain 2m social distance while queuing for entry to the venue. Display of floor markings to guide candidates will be available. An usher will also be available to ensure distance is maintained between candidates.
- Candidates to proceed to temperature checking area – one at a time at the point of entry. Temperature to be checked as per local country regulations and British Council central guidance by a designated staff member. If temperature is less than 37.5, candidates are required to fill in the declaration form at this point.
- If a test taker arrives at a British Council venue with a temperature in excess of 37.5 degrees Celsius, the following must be followed:
 - refuse test taker's entry to the premises and advise him/her to return home and self-isolate or seek medical help
 - log the details of the test taker to follow up on required action points in relation to his/her exam
 - inform the Exams Supervisor to report test taker absence
- A staff member will be in charge to complete this process before the candidate proceed to the security check.
- Candidates to proceed to security check; sanitisation toolkit (sanitisation gel, gloves, and masks) will be available. Candidates should attend the exam wearing their own protective gear meeting precautionary standards.
- Candidates proceed to the waiting area – maintaining social distancing of 2m from one candidate to another.
- Staff members will be available within the waiting area to supervise candidates and social distancing until they are called to test rooms. Adults accompanying minors will not be allowed in premises (to be added into comms for candidates)

Waiting area

- Chairs to be lined up two meters away from each other for candidates.
- Chairs to be marked with candidates' numbers received for their personal belongings – this is to reduce multiple use of one chair by different candidates.
- Chairs to be disinfected either with steam gun sanitiser or available disinfectants before each exam session.
- Floor markings to help candidates maintain safe distance while waiting to be ushered to the test room. – need to have a one-way system with floor marking for people to follow when entering and leaving the room while social distancing.
- Invigilators must ensure the waiting area doesn't go beyond the maximum capacity with social distancing
 - Test takers are then marshalled to the test room
 - The inflow of test takers into the waiting area is stopped
- Hand sanitising products along with gloves, face masks and shoe covers will be available.
- Display of WHO Covid-19 precautions and social distancing instructions signage will be available.

Check-in in test rooms

- Staff must wear gloves and a sanitising station (Gel, gloves and facemasks) will be available at the check-in point
- If the test taker is wearing a mask, this must be removed for the purpose of identity check. Mask must be turned inside out for inspection. Test takers must remove the mask themselves and the visual inspection must be performed at distance. Venue staff must take due care while handling masks and other items belonging to the test takers.

Stationery

- Test takers should be advised to come to the test with their own stationery (primarily pens, pencils, erasers) to avoid any potential spread of the virus through re-usable stationery.
- When this is not possible due to test security concerns, the centre should make available single-use, take-away stationery.
- The list of allowed stationery must be mentioned in the test taker comms that is sent out before the test.

Test room

- Test room layout – 1.5 m in the four directions between seats.
- Test room to be deep cleaned before and after each test sitting. Hand sanitisers, gloves and facemasks will be available in each test room for candidates use when required.
- Headphones must be fitted with disposable covers wherever possible and if not available, headcovers can be used, otherwise, headphones must be sanitised after each use.
- Candidates to be escorted one by one to the test room and seated on their designated place (as per candidate's seating number). First person to enter the testing room should be furthest from the door, and last person should be closest to it. Invigilator to maintain 1.5 m distance at all times.
- Invigilators to check for any writings on masks or gloves at point of entry.
- Invigilators to read the invigilator's script maintaining required distance

- Invigilator will conduct another round of ID check. Test takers must temporarily remove their masks at the request of venue staff for the purposes of a visual inspection. Venue staff must not touch these masks.
- Candidates and venue staff should remain wearing gloves and masks throughout the test.
- Invigilators should continue to actively patrol the test room; greater distance between desks should ensure appropriate social distancing.
- Display of WHO Covid-19 precautions and social distancing instructions signage will be available outside test rooms

Washroom - exit/entry

- Washroom break to be managed by a floater, one candidate at a time whilst maintaining 2m distance. Candidates to sanitise hands before and after finger scan and before re-entering test room.
- A cleaner must remain outside within the toilet area to sanitizes after each use.
- Toilets will be used on one by one basis.

Exit from the test venue

- Candidates to exit the test room one at a time.
- Floor markings to assist candidates' compliance with the 2m distance for exit.
- Candidates to be supervised throughout the exit process.
- Candidates to collect personal belongings one at a time.
- Test Centre Staff to accompany the candidates to the gate and wait whilst adhering to the British Council "under 18 safe collection policy".

Speaking test

Test room

- Set up tables to keep 2m distance between examiner and test taker with 1 chair on each side of the table.
- Place hand sanitiser and disinfectant wipes along with gloves and facemasks in the test room for use by the examiner and test taker.
- Examiner and test taker to wear masks and gloves. Examiner to change them after every 3 candidates.
- Recommended to either place a plexiglass partitions between examiner and test taker or a face shield to be worn by examiner.
- All high touch areas like door handle, doorknobs, tables and chairs to be disinfected once every hour or after every 3 candidates either by cleaning staff or test day staff.
- Stationery items like voice recorders, pens, pencils to be sanitised after each speaking interview by examiner.
- ID to be handed over to examiner through the opening of the plexiglass partitions or placed in a tray kept on the desk to avoid direct touch.
- ID to be sanitised by test day staff before test taker enters room with sanitising wipes.

Recommended test day provision



SNEEZE GLASS/FACE SHIELD

Preferred Sneeze Glass
-Approx. cost TBC

Lightweight Adjustable Transparent Face
Shield - Approx. cost £10 per pc



NO TOUCH THERMOMETER

Branded No-Touch Thermometer
Approximate cost £65 per pc



FACE MASK

Preferred 3M N95
- Approx. cost £5 for 5 pcs

Surgical 3 Ply Face Mask
-Approx. cost £14 for 50 pcs



HAND SANITISER

Should meet CDC recommendations of 70%
Ethyl Alcohol



Price source: Amazon.uk



DISPOSABLE HAND GLOVES

Approximate cost £14 per 50 pcs



DISINFECTING WIPES

Approx. cost £5 per pc



DISPOSABLE SHOE COVER

Preferred - Automatic shoe cover dispenser
Approx. cost £66 per pc

Disposable shoe cover
Approx. cost £99 per 100 pcs



SANITISING STATION

Manual Sanitising Station
Automatic Sanitising Station
Disinfection Machine

Price source: [Amazon.uk](https://www.amazon.uk)

Visual communication tools

Resources for your centres: To be displayed at entrance, waiting area as well in front of the washrooms and inside the washrooms



The above posters are downloadable at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

1.2: Videos for your staff:

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- <https://www.youtube.com/watch?v=mOV1aBVYKGA&feature=youtu.be>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

WHO trainings :

World health organisation has designed several trainings which will assist in venue disinfection and cleaning. Ensuring the hand , respiratory hygiene and other measures that can protect our candidates and staff. Please make sure to cascade and check with your teams when appropriate.

WHO Online Trainings	Links
WHO Online Trainings	https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training
Standard precautions: Environmental cleaning and disinfection	https://openwho.org/courses/IPC-EC-EN
COVID-19: How to put on and remove personal protective equipment	https://openwho.org/courses/IPC-PPE-EN
Infection Prevention and Control (IPC) for novel coronavirus (COVID-19)	https://openwho.org/courses/COVID-19-IPC-EN
Health and safety briefing for respiratory diseases – ePROTECT	https://openwho.org/courses/eprotect-acute-respiratory-infections
OpenWho - Trainings with different Languages	https://openwho.org/sessions/new

The United Kingdom's international organisation for educational opportunities and cultural relations. We are registered in England as a charity.

Speaking test table layout

