



## UGME COVID-19 Examination Safety & Prevention Protocol

**Approved By:** MDCM Program Committee

**Approved On:** September 13, 2021

**Updated by:** Assistant Dean, Undergraduate Medical Education

**Updated on:** September 5, 2021

**Pertinent to:** MDCM students

**Purpose:** Due to the current COVID-19 pandemic, additional rules UGME will be enforcing during examinations are listed below. The current protocol is put in place to ensure the safety of all individuals while conducting approved in-person activities such as exams in Undergraduate Medical Education.

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### Protocol

All individuals participating in in-person activities approved by the university are required to follow the [McGill University Health Guidelines](#). Invigilators will be provided with this information as part of their recruitment package and are required to review prior to the first exam. Invigilators of UGME exams will also receive training prior to the exam to review the layout of the exam location, the approved seating plan for students, washroom location(s) and capacity, and approved traffic flow of students and invigilators before, during and after the exam. All invigilators are asked to be on site for each exam at least 1 hour in advance to go over any operational and any policy updates that may have occurred since their hire and/or the prior exam.

### Arrival to Exam Location

To ensure proper distancing and traffic flow, students will be assigned an exam location and will not be accommodated if they go to the wrong location. Students and invigilators at both campuses must respect the limit on the amount of people permitted in an elevator at one time per latest public health guidelines. Students who are immunocompromised will be assigned to an alternate examination site which does not require elevators or will be allowed to take the elevator alone. For such accommodation, please [contact the WELL office](#). Any student who wishes to take the stairs instead of the elevator may do so.

Students will be required to sign-in upon arrival to the assigned exam location. Students are asked to have their ID cards ready to enter the building and to sign-in. Students without their McGill ID card will not be permitted to write the exam.

Students will be seated by row as they enter to reduce circulation on the exam floor. Students will be asked to arrive to the exam at a designated time and are asked to respect that time slot as being late will affect the flow of registration for the exam.

Students who do not arrive on time or arrive at the wrong exam location may have to start their exam late. Additional time will not be provided to complete the exam.

### **Distancing**

Exam seating in all locations will conform to distancing measures in place according to [McGill University Health Guidelines](#) under the direction of [Quebec Public Health authorities](#). All students will be seated in accordance with latest public health guidelines on distancing. Students must sit in their assigned seat and will be unable to move around the room without permission.

### **Masks**

Masks must be worn at all times.

To ensure safety of all individuals in the examination space, students, administrators, teachers, and invigilators must wear procedure masks throughout the entire exam. This includes when seated and when getting up for IT support or washroom breaks. Students are permitted to remove their masks to take a drink only when seated in their assigned seat. Any students not following the rules should be referred to the Chief Invigilator (UGME Admin) immediately. Any student who is unable to wear a mask for medical reasons should contact the WELL Office for accommodation. McGill does follow the [governmental recommendations](#) concerning accommodations for individuals unable to wear a mask.

Procedure masks will be provided upon entry into the building. These masks must be worn during the exam in order to comply with updated [guidelines from the Public Health Agency of Canada](#). If a student is not wearing a procedure mask when entering the exam space, they will be provided with one.

All individuals in the room will be wearing appropriate personal protective equipment (PPE) and will be distanced per latest public health guidelines.

Additional PPE including face shields and gloves will be provided to invigilators and administrators upon request.

Students wanting to wear ocular protection and gloves in addition to the required mask may do so at their discretion but will be required to provide their own supplies.

### **Food & Drink**

Food will not be permitted at UGME examinations. Drinks are permitted and must be kept at the student's assigned seat. All students must bring their own drink to the exam as there will be no drinks provided. Students with a medical reason to bring food to an exam (e.g. diabetics who might become hypoglycemic) should contact the WELL office for accommodation. These students will be required to bring their own snack with them and to eat it at their exam station.

### **Sanitization**

Sanitizing hands is mandatory for all individuals upon entry and exit of the exam space.

Hand sanitizer will be placed at the entry of the examination as well as in several other places in the examination area for use by invigilators and students. Students have the option of bringing their hand sanitizer and or disinfectant wipes to leave with them at their station. Students will also be asked to sanitize their hands upon leaving the building.

### **Washroom**

Students are required to raise their hand if they need to use the washroom, after which they will be escorted to the designated area. Due to COVID, washrooms will be cleaned regularly and have limited

capacity. Please refer to [UGME examination policy](#) for additional information.

### **Earplugs**

Students are encouraged to bring their own earplugs. The UGME office will have pre-packaged extras for anyone who has forgotten theirs.

### **Outerwear & Cell Phones**

Students are asked to bring as few personal belongings to the exam as possible. Students are permitted to bring outerwear and bags into the examination area and these must be stored under the table in front of them. Students are NOT permitted to collect anything from their bags during the examination. Cell phones MUST be turned off and put away for the duration of the exam and remain off until students have left the examination floor. Any students whose cell phone rings and disrupts the examination will receive a professionalism flag.

### **Exiting Exam Location**

Students are asked to remain seated and silent until they receive confirmation from an invigilator that they can leave the exam space. When students are ready to leave the exam, they must raise their hands to signal they are ready to depart. Students must sanitize their hands upon leaving the room. Invigilators will signal to students when they can leave to ensure the appropriate number of students in elevators and stairwells. Loitering in the hallways or lobbies will not be permitted. Any student who wishes to use the stairs to exit the exam may do so. Students must leave the building as soon as they are dismissed from the exam space.

No students will be permitted to leave the exam space in the final 15 minutes of the exam.

#### **Document History**

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