

EXAM SAFETY PROTOCOLS DURING COVID-19 PANDEMIC

The following protocols were drafted, in part, based on NCSC guidelines. **These procedures will remain in effect for the duration of the COVID-19 pandemic.** These protocols may change as circumstances with the pandemic change. Please check this document and our website frequently for updates.

The following procedures are **mandatory** for all LCI and GC exam applicants.

1. Any examinees who are displaying **any signs of illness** (i.e., cough, sneezes, aches, above normal temperature, chills, etc.) within 48 hours of their exam date **will not be permitted to test** and must reapply to be tested at a later date. **No exceptions.** Any examinees displaying any signs of illness at the test site will not be permitted to test and must reapply to be tested at a later date. **No exceptions.**
2. May be subject to health screening questions prior to admission for testing, including no-contact temperature checks.
3. Must follow any and all instructions at the test site (including where to sit, stand, etc.). Signs may be posted throughout. Those who do not follow all safety protocols will not be permitted to test and must reapply to be tested at a later date. **No exceptions.**
4. **Must send an email** to courtinterpreters@txcourts.gov for court interpreter examinees, or guardians@txcourts.gov for guardian examinees, **no later than 3:00PM CST the day before their scheduled exam** if they must cancel. Note: staff will be monitoring these email addresses for such correspondence.
5. **Must send an email** to courtinterpreters@txcourts.gov for court interpreter examinees, or guardians@txcourts.gov for guardian examinees, **ASAP before their scheduled exam** if they are running more than 15 minutes late. Note: staff will be monitoring these email addresses for such correspondence.
6. **Must wear a proper mask at all times** when in the building, which may be subject to inspection. Masks must completely cover your nose **and** mouth. No exceptions. The JBCC will provide masks if you do not have one.
7. **Must** maintain a social distance of **a minimum of 6 feet from any individual at all times** while in the building (i.e., test site).
8. **To maintain a no-contact environment, and for the safety of everyone, all examinees:**
 - a. **Must** submit a copy of their government issued photo ID to staff at courtinterpreters@txcourts.gov for court interpreter examinees, or guardians@txcourts.gov for guardian examinees, no later than 1 week prior to the exam date. Identification **will not** be accepted onsite.
 - i. Staff will verify your identity by viewing their emailed copy of the ID and comparing it to the individual present at the time of registration. Note: This will

require you to temporarily remove your mask (only when requested to do so by staff) so that they can see your entire face. **Please do not speak when your mask is removed.**

- b. **Must** complete pre-registration process (i.e., sign and return all waivers via email within 5 business days of exam date)
 - c. **Must not** bring any personal items into the test site (i.e., the building), with the exception of a jacket (w/empty pockets), keys, and wallets as those items can be brought into the test room with you. **Note:** personal items must be secured off site prior to entering the building.
 - d. **May** use gloves if they wish. The JBCC does not provide gloves.
9. **Must not** bring friends, family, etc. into the test site. Only examinees are permitted into the building.
10. **ORAL EXAMINEES: Must not** enter the test site more than 15 minutes prior to their scheduled time. Only one candidate is allowed in the test site at any time; therefore, only 1 chair will be available in the waiting area.
11. **WRITTEN EXAMINEES: Must not** enter the test site more than 15 minutes prior to their scheduled time. Only test candidates are allowed in the test site at any time. No more than 10 people allowed in waiting area at a time and must remain a minimum of 6 feet apart at all times. Must exit the building after completing the exam.

SAFETY PROTOCOLS IMPLEMENTED BY STAFF INCLUDE:

1. Signs will be posted by security check-in that all examinees must wear a mask at all times. Masks must completely cover your nose **and** mouth. No guests are allowed in building; examinees only. We will provide a list of examinees to DPS security so they know who's expected and who isn't.
2. Disinfecting all common surfaces (i.e., tables, chairs, doorknobs, etc.,) in the exam room and waiting area before and after each exam.
Note: JBCC staff is not responsible for the sanitization of all non-exam areas, such as restrooms, entrances/exits to buildings, etc. We strongly recommend you exercise personal safety precautions for such areas.
3. Staff must wear a proper mask at all times. Mask must completely cover their nose **and** mouth.
4. Staff may wear gloves if they so choose. Note: gloves must be changed **or** cleaned with hand sanitizer (after each and every contact with another person) to help avoid cross contamination.
5. Will maintain a minimum of 6 feet of distance from all individuals at all times.
6. Will use hand sanitizer as often as possible to help avoid cross contamination.