

JUDICIAL BRANCH CERTIFICATION COMMISSION

EXAM SAFETY PROTOCOLS DURING COVID-19 PANDEMIC

These procedures are mandatory of all examinees 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.

1. Any examinees who are displaying **any signs of illness** (i.e., cough, sneezes, aches, headaches, above normal temperature, chills, etc.) within 48 hours of their exam date **will not be permitted to test** and must email us to reschedule. Any examinees displaying any signs of illness upon arrival to the test site **will not be permitted to test** and must later email us as soon as possible so they can be rescheduled for a later date. **No exceptions.** Rescheduling will not occur onsite.
2. May be subject to health screening 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 will have to send an email to reschedule at a later exam date.
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 or reschedule. Staff will be monitoring these emails 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. Staff will be monitoring these emails for such correspondence.
6. **Must wear a proper mask at all times** when in the building, which may be subject to inspection. **No exceptions.** The JBCC does not provide masks.
 - a. LCI oral examinees must also wear their masks when interpreting. *If you prefer not to, or cannot (for any reason), wear a mask when interpreting, you do have the option to cancel and reschedule to test at a time when masks are no longer required. Currently, we cannot confirm when that will be.*
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.
 - b. **Must** complete pre-registration process (i.e., sign and return all documents submitted to them by staff 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, keys, and wallets as those items can be brought into the test room with you. Note: jacket pockets **must** be empty.
 - 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

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, and no guests allowed in building; examinees only. 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.
4. Staff may wear gloves if they so choose. Note: gloves must be changed often **or** cleaned often with hand sanitizer to help avoid cross contamination.
5. Will maintain a minimum of 6 feet of distance from all individuals at all times.

Updated: 07/21/2020

6. Will use hand sanitizer as often as possible to help avoid cross contamination.