



**COVID-19 (nCorona) Virus Outbreak Control and Prevention State Cell  
Health & Family Welfare Department  
Government of Kerala**

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**No 31/F2/2020/Health**

**29<sup>th</sup> May 2020**

**COVID 19 Health Advisory for the conduct of examinations in Polytechnical colleges/ Technical Education Departments.**

Kerala is fighting the COVID 19 pandemic with stringent Outbreak control and Prevention strategies. In the wake of Government having decided to conduct examinations at school/ college levels, it is imperative that in order to minimise the risk of transmission of COVID19, the health advisory issued should be followed at all levels during the examination and post examination.

**A. Institutional Level**

1. Institutions/ Examination centre authorities should prepare a micro plan, with regard to the following
  - Number of students attending the exam from there (including list of students coming from other states/ in Quarantined Houses)
  - Number of classrooms available, seating arrangements
  - Student/ staff movement entry and exit plan adhering to the Sanitized corridor Protocol\*\*.
  - Separate exam-centres/ class rooms has to be arranged for students coming from other states / Quarantine/ students with flu-like symptoms.
  - The details of staff allotted for exam duty also need to be prepared likewise.
  - Micro plan for arrangement of conveyance to and from the examination centre has also to be made. Separate conveyance plan has to be made for students from other states/ Quarantine. Plan for vehicle parking in the campus has to be made
  - Arrangements in the waiting area- separate waiting area for those coming from Quarantined houses/ Other States
2. The institutions shall notify the examination dates well in advance to the Medical officer of the concerned area.
  - The medical officers and other health staff will extend their support in training and implementation infection control practices in the examination centre.
  - The health officer / Health Inspector in charge of the area, will review the preparedness with respect to the infrastructure

arrangements and infection control measures in the examination centres. Field level health officers / Health Inspectors/ health Supervisors may be deputed at the examination centres to supervise the health advisory. The institutions authorities shall make necessary infrastructure arrangements for the conduct of examination in consultation with Health officers/ Health Inspectors/ Health Supervisors.

3. Training shall be conducted to all staff in the examination centre on the following aspects

- Micro planning.
- Conduct of examination.
- Student/Staff movement, entry and exit plan in the institution.
- Sanitized corridor Protocol
- Infection control strategies in the Centre.
- Use of Personal Protective Measures.
- Waste management.
- Conveyance arrangement.
- Basic first aid
- Management plan for parents/ guardians accompanying the students
- Special attention to disinfection of classrooms, waiting areas, vehicles and toilets

The institutions may seek the technical support of the concerned health officers for the conduct of training. A capacity building online module with regard to health advisory for the conduct of the examination will be shared with the Technical Education department.

4. The following arrangements have to be made in the class rooms/ halls selected for conducting examination.

- Exam hall should have adequate light and must have good cross ventilation.
- The windows must be kept open and fans/ appropriate aids for mechanical ventilation must be sought to aid air circulation.
- Examinations should not be conducted in air-conditioned class rooms/ halls.
- Seating arrangements should be planned with a minimum distance of 1.5 metres between 2 candidates.
- Wherever feasible, a single candidate should be allowed in a bench.
- Separate class rooms/ halls for those students reporting with mild fever/flu-like symptoms.
- Separate centres/ class rooms for those coming from other states/ Quarantine



- The time spend by invigilators inside the hall may be minimised by using CCTV monitoring etc, wherever feasible.
  - Invigilators should maintain social distancing within the examination hall
  - Exchange of personal belongings like pens/ instruments should not be permitted inside the hall.
  - Waste baskets should be provided in each exam hall and care must be taken not to litter waste papers, used tissues in the exam hall.
  - Large plastic bags have to be provided in all exam halls for the collection of answer papers. Once the time allotted for the examination is over, the students shall get up from their seats and one by one shall drop their answer sheets in these plastic bags. After all the students submit the answer sheets in this manner, the invigilator can tie and seal the plastic bag. The sealed plastic bags should either be send to the valuation camps on the same day itself or be kept in safe custody in the institution. The answer sheets thus collected should be stored separately and should be evaluated only after a minimum period of 7 days
  - Once the students leave the classrooms/ halls after examination, it is mandatory that the entire class room, tables/desks, chairs/ benches should be cleaned with 1% bleach solution
5. The following infection control practices has to be adopted all through the conduct of examinations, within the institution.
- a. Screening counters at entry points must be set up. Separate screening counters for those coming from Quarantined houses /Other states
  - b. All staff/ student/ guardians should wear masks (cloth masks/ surgical).
    - Those with minor flu like symptoms/ coming from Quarantine/other states should wear triple layer masks.
    - All staff posted at entry points should wear triple layer masks and gloves.
    - Staff posted in exam halls for those with minor flu like symptoms/ coming from Quarantine/ other states should wear triple layer masks and gloves.
  - c. Thermal screening at entry point should be done for all staff/ students/ guardians.
    - Those students found to be having fever should be triaged to a separate hall.
  - d. Hand sanitizers must be provided at the entry points and preferably in the exam halls.



- Those staff at entry points and at exam halls for those with minor flu like symptoms/ coming from Quarantine/other states should do frequent hand sanitizing.
  - Those staff in common conveyance vehicles should also do frequent hand sanitizing. Drivers of the vehicles should adhere to the state advisory for taxi drivers.
  - Hand hygiene must be performed before putting on and after removal of gloves.
- e. Institution/ Examination centres must ensure the availability of masks (cotton, surgical, triple layer as the case may be), alcohol-based hand-rubs and hand washing facility with liquid soap and water.
- f. Social distancing must be maintained in the centre throughout the day.
- g. Student/guardian/staff entry exit plan should be well followed.
- h. Sanitized corridor protocol for students /guardians coming from Quarantined houses/ Other States must be strictly adhered to.
- For all students and guardians coming from outside the state/ Quarantined houses, a sanitized corridor (Red Channel) has to be created for transportation to and from the Quarantined place.
  - Sanitized corridor will have to be maintained in the examination centre and in exam hall.
  - The sanitization corridors may be set up with the technical advice of the health officer of the area.
- i. All Infection control practices should be strictly adhered to in the waiting area if any for parents/guardians.
- Separate waiting area and toilets must be provided to students /guardians coming from Quarantined houses/ Other States.
  - Only one person should be permitted to accompany the student to the examination centre, if needed.
  - Interaction between parents/guardians outside the examination centre and in the waiting area should be restricted.
  - Entire waiting area and furniture must be cleaned with 1% bleach solution thrice a day.
- j. Separate toilet facilities, preferably with separate entry must be ensured for regular students, those with mild symptoms and for those coming from other states/ Quarantined houses.
- k. Adequate dining facilities and waste disposal mechanisms should be ensured in the centre.



- Students/ Guardians from Quarantined homes/ other states should not be allowed to have food or water from hotels/ shops on their way to the examination centre or back.
  - No student/ Parent shall be allowed to exit the campus once they are inside, until, the completion of the day's exam.
  - The students/ parents should bring their food
  - The students must be ideally allowed to have food in the exam halls. If it is not possible, they should be directed to dedicated dining halls with all infection control practices and social distancing observed.
  - Drinking water should be provided by the Institution/ Examination centre for both students and Guardians.
  - Sharing of cups and plates should not be permitted.
- l. Signages and instruction boards should be clearly displayed at multiple points inside the premises.
- Care must be ensured to avoid crowding around these signages/ boards.
  - Examination halls / waiting halls must be clearly numbered and Institution floor plan should be clearly displayed to avoid confusion among students/ guardians
  - Floor plan of Sanitized corridor must be separately displayed.
- m. Separate conveyance has to be arranged with adequately spaced seating arrangements .
- Vehicles should be disinfected after every trip.
  - It has to be ensured that Students from Quarantine if any are brought in separate vehicles.
  - It has to be ensured that all Infection control practices are followed while travelling.
  - Drivers of the vehicles should follow State advisory for taxi drivers

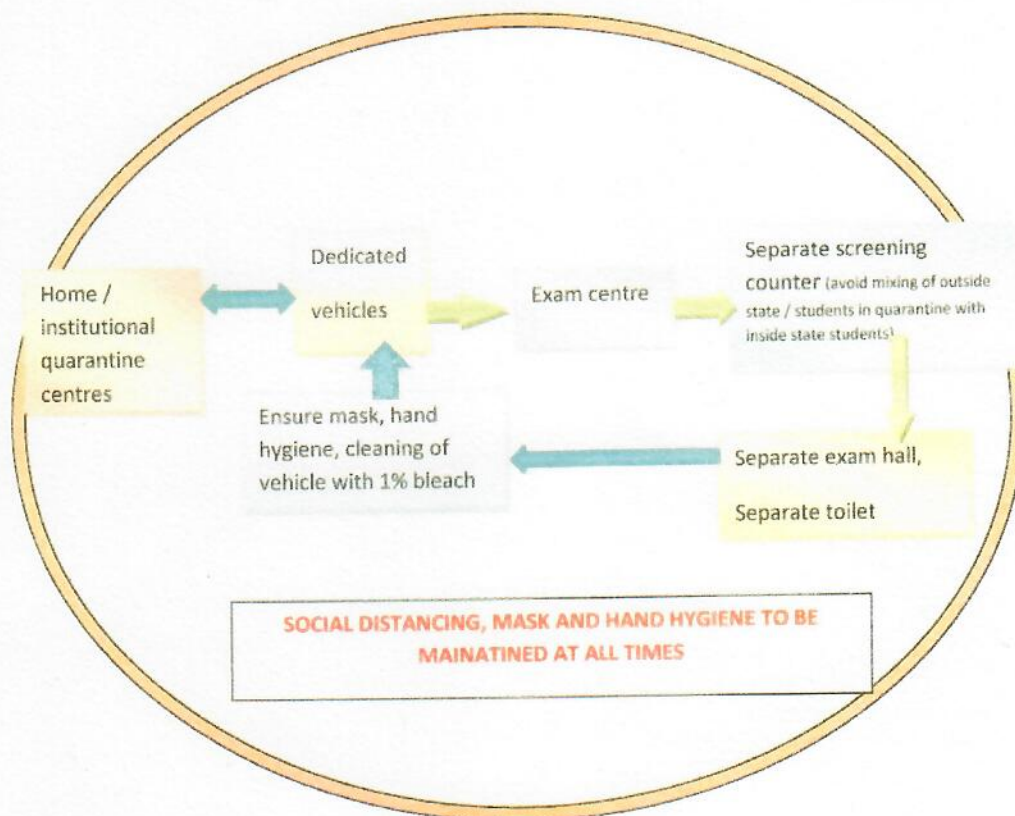
### General Instructions

1. It is better to have a common examination centre in each district for those students from other states
2. All students who are coming from hotspots within the state should be permitted to appear for exam in exam centres within the hotspots preferably. If their exam centres are outside the hot spots they must follow the sanitized corridor protocol.
3. Students coming to attend examinations from other states should reside in home/ institutional Quarantine for 14 days from the time of arrival in Kerala. Their Parents/ guardian accompanying should also be Quarantined.

\*The institutions must ensure that source reduction activities are conducted in the campuses to eliminate the breeding places of mosquitoes, Over head tanks cleaned and wells are chlorinated before the Examination day.

\*\*Sanitized corridor protocol as published in COVID 19 Health Advisory for Students Appearing in Examinations(No: 31/F-2/2020/Health-23<sup>rd</sup> May 2020)

SANITIZED CORRIDOR PROTOCOL FOR STUDENTS AND GUARDIANS  
COMING FROM OTHER STATES/QUARANTINED HOUSES



For health related enquiries, please contact DISHA: 0471-2552056, 1056

  
Principal Secretary