

# PROPOSED GUIDANCE FOR TESTING ORGANIZATIONS

Respectfully submitted by the Canadian Chiropractic Examining Board

## Overview

Entry-to-practice licensure examination is a cornerstone of many regulated health professions, including chiropractic.

In support of ensuring ongoing access to candidate examination and the opportunity for licensure during the COVID-19 pandemic, the Canadian Chiropractic Examining Board has prepared the following guidelines for consideration.

In general, examinations take place in:

- Hotels;
- Convention centres;
- Clinical testing facilities (e.g. David Braley Health Science Centre, Hamilton ON)

These proposed guidelines include protocols regarding:

1. Screening
2. Hand hygiene
3. Cleaning and disinfection
4. Physical distancing
5. Use of Personal Protective Equipment (PPE)

### 1. Screening

Candidates and examination personnel must be screened for symptoms of COVID-19 as per the requirements of public health.

Candidates or examination personnel who exhibit signs and symptoms consistent with COVID-19 should not be present during the examination day.

Specific pre-screening questions will be sourced from the public health office of the province in which the examination is being held.

Pre-screening:

Active screening:

- Candidates to complete, and submit, a pre-screening acknowledgement as part of the application process.

Passive screening:

- Candidates emailed a screening self-check one (1) week prior to the examination.

Exam day screening

Active screening:

- Candidates and all examination personnel on site asked recommended screening questions regarding symptoms, contact, and travel by exam proctor personnel.

Passive screening:

- Screening signage posted on all accessible doors of the examination site/room.

### 2. Hand Hygiene

Candidates and examination personnel shall have access to necessary alcohol-based hand

sanitizer and/or soap and water stations in order to perform proper hand hygiene. The type of hand sanitizer shall be one approved by Health Canada.

Signage regarding proper handwashing procedures shall be posted throughout the site.

Candidates and all Examination Personnel

Alcohol-based hand sanitizer and/or soap and water stations shall be readily available at the following locations as appropriate:

- Entry and Exit locations of the exam site.
- Registration and security areas.
- In examination rooms or areas.
- In each station room (Clinical/OSCE).
- Washroom locations.

Hand hygiene is to be performed by:

- Candidates:
  - Entering and leaving the examination site.
  - After completing registration procedures.
  - After completing sign-out procedures.
  - Before contact with each standardized patient.
  - After contact with each standardized patient.
  - After contact with unfamiliar exam room surfaces.
  - After body fluid exposure or risk of body fluid exposure.
  - Donning and doffing PPE.
  - After any interaction or transaction as part of the administration of the exam day processes involving candidates or other individuals.
- Examination personnel:
  - Entering and leaving the examination site.
  - After completing registration procedures.
  - After completing sign-out procedures.
  - Before interaction with a candidate or other individual.
  - After interaction with a candidate or other individual.
  - Before cleaning and disinfecting procedures.
  - After cleaning and disinfecting procedures.
  - After contact with unfamiliar exam room surfaces.
  - After body fluid exposure or risk of body fluid exposure.
  - Donning and doffing PPE.
  - After any interaction or transaction as part of the administration of the exam day processes involving candidates or other individuals.

### 3. Cleaning and Disinfection

Only disinfectants with an 8-digit Drug Identification Number (DIN) or Natural Product Number (NPN) issued by Health Canada shall be used, and used according the manufacturer instructions. If adequate disinfectant supplies cannot be sourced, then 1000 ppm bleach water solution shall be used by mixing 20 ml (4 teaspoons) of unscented bleach with 1000 ml (4 cups) of water, ensuring the surface remains wet with the bleach water solution for one (1) minute.

Examination Materials	Any shipped exam material that is sent to the exam sites or returned to the exam board office shall not be handled for a minimum of three days following the last person handling the material. The new person handling the material shall perform hand hygiene, don gloves, handle the material, doff gloves, and perform hand hygiene again. Following the initial three-day minimum, the material may be handled as regularly as needed by examination personnel, following proper hand hygiene protocols.
Minimum cleaning and disinfection requirements	<ul style="list-style-type: none"><li>• Any commonly touched surface that is visibly soiled shall be appropriately cleaned and disinfected immediately.</li><li>• Commonly touched areas shall be cleaned and disinfected:<ul style="list-style-type: none"><li>○ Prior to the beginning of the examination day.</li><li>○ Following exam day transitions such as completion of candidate or examination personnel registration or sign-out, escorting candidates to and from the exam areas, examination break times, etc.</li><li>○ Pens/pencils for candidates or examination personnel shall be disinfected after each use or be single use only.</li></ul></li><li>• All clinical exam (OSCE) contact station items must be cleaned between each station rotation (i.e., after each candidate and standardized patient interaction), including:<ul style="list-style-type: none"><li>○ Treatment/assessment tables and chairs</li><li>○ Hard surface items that were contacted during the station</li><li>○ Diagnostic tools</li><li>○ Procedural work surfaces</li><li>○ Doorknobs of exam room doors, light switches, sinks and faucets, etc.</li></ul></li></ul>
Exam day adaptations	<ul style="list-style-type: none"><li>• As part of the application and registration process, candidates will be instructed to not bring any non-permitted personal items to the examination site. There will be no coat check or supervised area in which to store candidate belongings.</li><li>• Examination personnel shall avoid touching any personal items belonging to candidates or other examination personnel.</li></ul>

### 4. Physical Distancing

Any public health requirement of physical distancing shall take priority over exam site occupancy limits. As much as possible, physical distancing requirements shall be met in the following ways:

Examination	<ul style="list-style-type: none"><li>• Tables during the written exam shall be placed so that physical</li></ul>
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	<p>distancing can be maintained.</p> <ul style="list-style-type: none"> <li>• Candidates and examination personnel shall be at least two metres from each other where possible.</li> <li>• Examiners in the clinical exam (OSCE) stations shall maintain physical distancing from both the candidate and standardized patient.</li> <li>• Candidates to remain two metres from each other at all times (written exams and OSCE).</li> <li>• Candidate and standardized patient may break physical distancing requirements during the clinical exam (OSCE) when it is necessary to perform physical examinations, diagnostic work-ups, treatment procedures, etc. that may be part of the station tasks.</li> <li>• When physical distance cannot be maintained, surgical or procedure masks and appropriate hand hygiene are a minimum requirement.</li> </ul>
Exam Day Adaptations	<ul style="list-style-type: none"> <li>• Staggered registration and security processes to ensure physical distancing and decrease traffic congestion</li> <li>• Floor markings and guidance to support physical distancing during registration, security checks, and waiting periods.</li> <li>• Staggered or spaced escorting of candidates to and from the exam areas to ensure physical distancing.</li> <li>• All interactions during the exam day process shall be in a no-contact manner as much as possible (e.g., registration and sign-out, security, etc.)</li> </ul>
<b>5. Personal Protective Equipment</b>	
Masks	<ul style="list-style-type: none"> <li>• Surgical or procedural masks shall be the requested standard. In cases where surgical or procedural masks cannot be obtained or sourced, cloth masks may be permitted.</li> <li>• Candidates and examination personnel shall be required to wear masks during the exam day.</li> <li>• One mask may be worn by examination personnel during the entire exam day, but shall be discarded and replaced when wet, damaged or soiled, or when taking a break (i.e., lunch break), and at the end of the day.</li> <li>• Proper written procedures for donning and doffing masks shall be sent to all candidates and examination personnel prior to the exam day and posted throughout the exam site during the exam day.</li> </ul>
Face Shields	<ul style="list-style-type: none"> <li>• Candidates and examination personnel may wear face shields at their discretion.</li> <li>• Face shields are not required as part of the examination PPE requirement.</li> </ul>
Gloves	<ul style="list-style-type: none"> <li>• Gloves must be worn by examination personnel who are handling “cleaned” material for distribution. Proper hand hygiene protocols shall be followed.</li> </ul>

Exam-day clothing	<ul style="list-style-type: none"> <li>• Candidates and examination personnel shall be advised to wear clean clothes during the exam day.</li> <li>• Candidates and examination personnel shall be advised to change into different clothes at the end of the exam day.</li> <li>• Candidates and examination personnel may wear a clinic jacket, scrubs or other similar clothing covering at their discretion.</li> </ul>
<b>Contact Tracing</b>	
	Candidates and all examination personnel on site shall consent to the CCEB preserving and sharing their personal information for the purpose of contact tracing, if required, for a period of three months.

In addition to the foregoing:

- **All public health restrictions regarding international travel would continue to be observed.**

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