

1. Prior to sitting exams all candidates will receive instructions which will include the need to adhere to this policy 03. It will advise students that they will need to complete and sign a self-declaration form. The candidate will be asked to provide their own face mask and gloves if required. (Although we will hold a stock of PPE in case candidates forget). An attempt will be made to acquire next of kin details in case of an emergency. All candidates need to sanitize their hands prior to entering the exam room.
2. All candidates will be notified that their temperature readings will be taken prior to sitting any exam. Remote forehead temperature-sensing for all students will be undertaken before sitting an exam. Normal body temperature is different for everyone and changes during the day. A high temperature is usually considered to be 38 °C or above. Source: <https://www.nhs.uk/conditions/fever-in-adults/>
3. All candidates will be told prior to exam sittings that if their temperature goes higher than 38 °C that they will be re-tested in 20 minutes.

If the candidate needs a second temperature reading, they will need to be put into an isolation area. This area could change daily, depending on operational needs. The isolation area will be discussed daily in the morning meeting.

Two concurrent temperature readings of 38 °C or higher taken within 20 minutes of each other will disqualify a candidate from being able to sit the exam on that day or returning to CATS for 7 days.

4. All exam candidates will be required to sign a self-declaration of lack of recent exposure to and lack of COVID-19 symptoms prior to coming into CATS to sit exams. The Administration Manager, or a delegate, needs to ensure that all of these forms have been received prior to exam sittings. For non-CATS student, there should be an adequate supply of these forms available for the students to sign prior to taking the exam.
5. All forms need to be scanned into the individual student record. For non-CATS students there need to be an additional area in Dropbox created to hold these documents.

6. If anybody presents with COVID-19 symptoms then please refer to Policy 02 regarding the procedure if somebody at work might have coronavirus.
7. Completion of a short information briefing of how to reduce COVID-19 exposure will be given.
8. Regular exam station sanitisation will occur.
9. Deployment of PPE including face masks and hand sanitisers for use at each exam station.
10. A limitation to the availability of the number of exam stations to 4.
11. Directed entry and exit to the building and exam room.
12. If a candidate is deemed to be displaying COVID-19 symptoms:
 - a) They will either immediately be asked to leave the building, if well enough to do so.
 - b) If, however a candidate is not well enough to leave the building, they will need to go into an isolation area.
 - c) If medical intervention is needed:
 - i. Inform the first aider and seek advice
 - ii. Enquire how the candidate will get home
 - iii. Arrange assistance for transportation if necessary
 - iv. Inform next of kin if able
 - v. Consider calling 111 or if deemed a medical emergency call 999.