



لجنة الصحة والسلامة 2020  
Health and Safety Committee 2020

كلية الطب  
Faculty of Medicine

جامعة الكويت  
Kuwait University



## COVID-19 Safety Guidelines

### Safety Saves Souls

The University and Faculty Council resolution requires everyone to strictly follow the COVID-19 preventive guidelines.

#### Handling Paper Examination Material:

- All concerned Staff to be familiarized with the safety guidelines
- Appropriate guidelines signage to be posted at all work stations  
[Photocopying & Packing area and Examination Halls]
- Only the designated staff to handle Photocopying, packing Exam material and placing Exam papers and Scan sheets on Student's desks using:
  - a. alcohol-based hand sanitizer, single use gloves and masks
  - b. correct hygiene and cough etiquette
- Student's work desks to be placed at 2-meter apart and cleaned with 0.1% hypochlorite solution before and after each assessment
- Students of a single group/Year to be examined on a single day

#### Guidelines for Students:

A detailed instruction & safety guideline on attending the Written Examination will be emailed to the students at least 2-weeks ahead of the examination:

- Arrive at least 45-60 min before the exam for temperature check at the entry gate
- Students should enter the Faculty only through the allotted entrance gate
- No personnel items (bags, phones) allowed in the Faculty
- Student should bring their IDs, pencils, eraser and pocket calculator
- Students must wear the face mask or a 3-layer cloth throughout the exam period it's a LAW. Anyone not wearing mask will not be allowed entry to the Faculty
- Follow the social distancing rule at the temperature check point:
  - Anyone with a temperature up to 37.7°C will be re-checked after 15 minutes
  - Anyone with temperature of > 37.5°C on re-check will not be allowed entry



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- Anyone with temperature of  $>37.5^{\circ}\text{C}$  on re-check or with COVID-19 positive result will be allowed to sit the Re-set exam without mark deduction
- After the temperature check, proceed directly to the allotted examination room/hall
- Do not crowd in the lobby

**Representatives from Centre for Medical Education will monitor the process at the entry gates**

- All students are instructed to:
  - Use face mask throughout the assessment period
  - Use alcohol-based hand sanitizer before and after the assessment
- Students are instructed to place their IDs on the corner of the table. When instructed, please remove the face mask for identity verification
- On completing the Examination, raise your hand, place your examination paper/scan sheet on the table and leave the examination hall
- Students with medical condition must inform the Vice Dean Academic Office on 24636156 or send an email to Ahmed Mohammed <ahmedm@HSC.EDU.KW> at least 24-hours before the assessment to provide appropriate assistance/care or approve medical excuse as per Faculty regulation, as stated in the Annual Student Book.

#### **Guidelines for Invigilators:**

- All invigilators are required to wear face mask and shield throughout the assessment
- Only the designated staff (with gloves on) will do the collection of exam papers, counting, packing and transfer them to the Centre for Medical Education for safe keeping
- Gloves should be discarded in the designated bins
- Chief Invigilator in coordination with the Chairman of Examination Committee will ensure that all safety guidelines are strictly followed by the Students, Staff and Invigilators
- Any safety breach incident will be immediately reported in writing by the Chief Invigilator to the Faculty Safety Committee and the Vice Dean Academic for appropriate action
- The Faculty of Medicine will not be held legally accountable for any breach of the Health and safety regulations by the Students or the Staff.