



Ministry of Health

EMALB 2020-01 Practical Examinations during COVID-19 Emergency Responsible Branch/Division: EMA Licensing Branch Contact (Manager, Branch Operations): getanexam@gov.bc.ca	Reference Information (Manual, page number, chapter):
	Replaces former policy: n/a
	Date Effective: June 1, 2020
	Last Update: September 9, 2020
	Next Review Date: January 2021

1. Policy Rationale & Purpose:

The EMA Licensing Board is responsible for examining and licensing EMAs in BC. During COVID-19, the branch needs to continue to licence EMAs and therefore hold practical examinations for EMR and PCP licensure while continuing to protect the EMA branch staff, examiners and the examination candidates.

2. Policy Scope

This policy applies to all examination sites, branch staff, examiners, and examination candidates.

3. Policy Statement:

EMA Licensing examination sessions will include a maximum of seven people, including the examiner and branch staff. **Masks are to be worn at all times during examinations.** Equipment and the examination area will be cleaned after each examination by the exam candidates. See [Appendix A](#) for daily schedule.

EMA Licensing practical examinations must adhere to the following [WorkSafe BC](#) recommendations and procedures for COVID-19:

- Masks must be worn at all times
- Gloves must be worn during examinations
- Conduct cleaning that focuses on high-traffic areas and high-contact surfaces such as doors, light switches, and communications devices.
- Clean and disinfect any high touch surfaces frequently during the day. General cleaning and disinfecting of the premises will occur at least once a day. Frequently touched surfaces will be cleaned and disinfected at least twice a day.
- Remove any shared items where cross-contamination is possible (e.g., pens).
- Coordinate end-of-shift wipe downs for all shared spaces.
- Empty garbage containers daily.
- Clean and disinfect cot(s) prior to use and after they are used.
- Ensure adequate hand washing facilities are available, and provide alcohol-based hand sanitizers approved by [Health Canada](#) (DIN or NPN number).

- Encourage staff and clients to practice hand hygiene upon entering and exiting the location.
- Develop and implement protocols for sanitizing treatment areas and equipment to prevent surface transmission between candidates.
- Provide staff training to ensure safe handling and effective application of cleaning products.
- Arrange a waiting area in a way that allows at least two metres of physical distance between each candidate.
- Stagger start and end times if crowding at entry and exit to maintain the physical distancing requirement of at least 2 metres
- Allowing only 2 people in the elevator at a time. Post occupancy limits on elevators. Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Building location to provide hand sanitizer as visitors enter the building.
- Post signage indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.

4. Resources:

- [WorkSafe BC](#)

Approved by (name & signature):

A handwritten signature in black ink, appearing to be 'D. Smith' or similar, written in a cursive style.

Date approved: June 12, 2020

Drafted by: Kim Fiege

Appendix A

Daily Exam Session Plan

7:30 am Exam Coordinator and Examiner arrive. Exam Coordinator and Examiner must wear a mask. Exam Coordinator and Examiner must wear gloves if demonstrating anything or cleaning surfaces or equipment. Set up exam space, clean shared surfaces in office and lunchroom, ensure exams are printed for the day, prop open the door, set up sanitation station in board room for cleaning equipment, and wipe down equipment.

8:00 am Examinees arrive. Check ID through glass door, ask if they have any symptoms, ensure they wear a mask and hand sanitize before they enter the office. Point out washrooms on the way. Have them store their belongings in the boardroom and lunch in lunchroom. All food or drink must be consumed in the lunchroom. Examiner to show them their equipment for the day, the sanitization station and procedures, and go through an overview of the day.

8:30 am Begin exams. Between each exam, equipment must be wiped down by the partner, and the candidate can complete their paperwork in the boardroom. Feedback will happen at the end of the session only.

12:00 pm Lunch break for 30 minutes and either continue session or begin new session with new candidates.

12:30 pm Begin next session or resume from the morning. Ensure new gloves are worn.

4:30 pm Feedback. Clean up exam space, sanitize equipment and surfaces. For exams conducted in the EMALB office, move all equipment into boardroom or off to the side on Tuesday and Friday afternoon.)

Change Index

Date	Author	Details
August 20, 2020	kfiege	Added mandatory requirement for masks and gloves