



## Policy Changes in Response to COVID-19

The safety of our candidates and staff is our top priority and the NCCTO is enacting new policies to ensure a safe testing environment. Candidates who do not comply with these policies or exhibit COVID-19 symptoms will be required to leave the NCCTO immediately. Please note that all policies are subject to change with minimal notice due to the fluid nature of this epidemic.

**Wellness Screening:** Candidates will be required to sign a form upon arrival attesting that they are in good health. If a Candidate answers “yes” to any of the following questions, they will not be admitted into the facility:

- Do you have any of the following symptoms?
  - Fever or feeling feverish (chills, shaking, sweating)
  - Shortness of breath or trouble breathing
  - Cough
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- Do you have reason to suspect you were in close contact with someone who is COVID-19 positive or who exhibited COVID-19 symptoms in the last 2 weeks?
- Do you have reason to suspect you might have or are a carrier for COVID-19?

**Temperature Check:** All persons wishing to enter the NCCTO will have their temperature taken before admittance to the test center is granted. This screening will be conducted by a trained staff member using a non-contact thermometer and anyone who has a fever will not be allowed to enter the facility. An oral thermometer is available for those who exhibit a fever to ensure for complete accuracy.

**PPE:** Candidates, standardized patients, and staff will be **required** to wear face masks for the entire time that they are in the NCCTO facility. NBEO will provide surgical masks to all Candidates, standardized patients, and staff. Candidates may bring their own masks, but they are subject to examination by staff. All masks must be worn over both the mouth and nose. Masks will only be removed, briefly, for the Candidate’s picture to be taken or identity verified. Masks may cause fogging for some people and lens cloths are provided. Additionally, surgical tape is available as an option to tape masks to reduce fogging.

Gloves are available but are not required. Frequent hand washing is recommended, and hand sanitizer is available. We have also added fans and increased the size of the breath guards on the slit lamps to better protect patients and Candidates.

**Handwashing:** Candidates are required to follow CDC guidelines, which recommends 20 second handwashing for infection control.

**Detailed Cleaning:** The NCCTO has enacted elevated cleaning protocols which include, but are not limited to, hard surfaces being sanitized multiple times a day, fogging the facility with virucide nightly, elevated air flow, and increased cleaning in common areas of the building.

**Decreased Physical Interaction:** Candidates, standardized patients, and staff will maintain at least a 6-foot distance from others whenever possible. Candidates will not shake hands when greeting the SP's and will maintain at least a 6-foot distance at the conclusion of the exam. During the exam itself, the Candidate may touch a patient's face, as needed, but proper hygiene will be strictly enforced.

**Release Forms:** Upon arrival at NCCTO, Candidates will be required to sign Candidate Release and Waiver of Liability and Face Mask Release forms. Both release forms will be provided to Candidates for review approximately 2 weeks prior to arrival to the NCCTO.

In summary, Candidates will not be allowed to test if:

- Temperature is  $\geq 100.4$  °F
- Candidate exhibits symptoms of COVID-19  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Candidate does not answer the Wellness Questionnaire or indicates that they are a potential risk for COVID-19
- Candidate does not follow the safety policies
- Candidate does not sign both release forms

Thank you for your understanding as we work diligently to administer the exam in the safest manner possible. We would also like to encourage all Candidates to follow CDC guidelines when travelling to and from the NCCTO: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

**Please note: If a Candidate is not able to test due to illness or suspected illness, or prefers to reschedule their test due to the requirements of NCCTO's safety protocols, they will be eligible for a free reschedule to a later open exam slot, but they will not be reimbursed travel or lodging expenses.**