



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 OSCE Examination Material:

- All concerned Staff to be familiarized with the safety guidelines
- Appropriate guidelines signage to be posted at all work stations
- Only the designated staff to handle all steps in setting up the OSCE stations using:
 - a. alcohol-based hand sanitizer, single use gloves and masks
 - b. correct hygiene and cough etiquette
- OSCE stations to be set up in individual rooms and/or at 2-meter apart
- Students of a single group/Year to be examined on a single day

Guidelines for Students:

A detailed instruction & safety guideline on attending the OSCE 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
 - Anyone with temperature of >37.5°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

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



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- All students are instructed to:
 - Provide their own face masks and face shields, keep them throughout the OSCE duration.
 - Obligated to wear scrubs during all OSCE exams.
 - Use alcohol-based hand sanitizer before and after each station
- At any given point, there should be no more than three persons (patient, examinee and examiner) at an OSCE station, allowing 2-meter distance.
- If Two groups are taking the OSCE Exam on a single day, then the 2nd Group should:
 - arrive 45-60 minutes before the exam for temperature check at the entry gate
 - proceed to the designated waiting area and keep 2-metre distance
 - you are requested to cooperate with the staff for identity verification
- Once finished with the Exam, students should:
 - discard gloves and gowns in the designated bins
 - leave from the Ground floor gate near the store opposite to Mubarak Hospital
 - upon returning home, wash hands and clothes immediately
- Students with medical condition must contact the Vice Dean Academic Office on 24636156 or Shoba Grace John <s.jose@HSC.EDU.KW> at least 24-hours before the assessment to provide appropriate assistance/care or approve medical

Guidelines on Simulated Patients SPs):

- all SPs will be screened for COVID 24-48 hours before the OSCE if feasible.
- all SPs will be checked for any symptoms and temperature on the exam day.

Guidelines for Invigilators/Examiners:

- All Examiners 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 and gowns 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



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- 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.