

**MISSOURI BOARD OF LAW EXAMINERS**  
**COVID-19 Protective Measures for July 2020 Bar Examination**  
**Holiday Inn Executive Center, Columbia, MO**  
**Event Date: JULY 28 AND 29, 2020**

**Introduction**

The Missouri Board of Law Examiners (MBLE) submits the following plan to protect against the spread of COVID-19 during the July Bar Examination. The plan follows the most recent guidance from the Centers for Disease Control and Prevention (CDC) and the Columbia/Boone County Public Health and Human Services Agency. Other precautionary measures may be implemented as official health guidance changes, and this plan will be updated accordingly.

**The Event**

The Missouri Bar Examination will be held July 28 and 29 at the Holiday Inn Executive Center in Columbia, MO (Expo Center). The exam is a two-day event, consisting of six hours of testing each day divided into two sessions (morning and afternoon). MBLE will test a maximum of 418 examinees in three separate large conference/meeting rooms at the Expo Center (standard testing) and approximately 40 examinees in smaller or individual rooms (ADA testing). MBLE will utilize approximately 40 staff/proctors to administer the exam, assigned to both the standard and ADA testing rooms.

The test is administered in person with classroom style seating. Test question booklets are distributed to examinees. The first day of testing is written essay and examinees are allowed to bring laptops to type their answers. Examinees are provided pens. The second day is multiple choice and examinees must bring their own pencils to complete the exam.

Examinees assigned to standard testing rooms are screened through metal detectors. Once inside the secure testing area, examinees are required to report to the registration desk in their designated testing room to receive a name tag and seat assignment. Staff and proctors distribute testing booklets and answer any examinee questions. Two separate sets of restrooms are located in the secure

testing area. Examinees must check their exam materials with staff at the checkout table to use the restroom during the exam.

Examinees provided testing accommodations under the ADA may be seated in a room with 2-20 other similarly situated individuals or in an individual hotel room with a single proctor.

### **Protective Measures Applicable to the Entire Exam**

**Staff/Proctors and examinees will not be allowed in the testing area if sick or they meet the criteria identified by the CDC for potential exposure to COVID-19.**

- Staff/proctors will not be allowed to work the exam if they have a fever or are exhibiting COVID-19 symptoms. All staff have been given the option to not work the exam.
- Staff/proctors who become ill during the exam will be sent home. Emergency contacts will be obtained from each staff/proctor to notify in the event they need transportation from the exam. Additional staff/proctors will be allocated to the exam to assist in the event someone becomes ill.
- Staff/proctors will be screened immediately prior to the exam to confirm there are no sick members in their household.
- All examinees have been notified that prior to entering the testing area they will be required to submit a signed attestation affirming they do not meet the below criteria. Examinees will not be allowed into the testing area if they have
  - traveled to any foreign country within the 20 days prior to the exam;
  - reside or have close contact with someone who traveled to any foreign country within the 20 days prior to the exam;
  - have been asked to self-quarantine by any doctor, hospital or health agency within the 30 days prior to the exam;
  - have a fever or are sick;
  - have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19 within the 20 days prior to the exam;
  - or
  - reside in a jurisdiction outside of Missouri that is subject to an official travel advisory in effect within 30 days of the scheduled date of the bar exam.

- Examinees who become ill during the exam will be isolated and instructed to return to their hotel room or home. Emergency contacts will be obtained from each examinee to notify in the event assistance and/or transportation is needed.
- If someone needs emergency care, MBLE staff will contact emergency services.
- Signs will be posted throughout the venue notifying applicants of CDC best practices for preventing the spread of COVID-19.

**COVID-19 protective supplies will be provided for staff/proctors and examinees and disinfectant measures will be taken during the exam.**

- Staff/proctors will be provided and required to wear both face shields and masks while working the exam, including during screening, registration, and testing.
- Clear plastic screens/barriers will be positioned on the registration table where there will be less than 6-foot distance between staff/proctors and examinees during the check-in process.
- Staff/proctors will be provided and required to wear disposable gowns and gloves when handling test materials.
- Examinees will be required to wear a protective face mask that covers the nose and mouth. Masks must be worn continuously throughout the administration of the exam, including during screening, registration, testing and breaks. Examinees who do not have a face mask will be provided one to be used for the entire exam period.
- Hand sanitizer (at least 60% alcohol), tissues, and wastebaskets will be distributed throughout the testing area. Examinees will also be allowed to bring their own small clear plastic bottle of hand sanitizer.
- During the exam, frequently touched surfaces will be regularly cleaned with disinfectant.
- After each exam session, MBLE staff/proctors will clean each exam table with disinfectant. (Examinees are assigned the same seat for both days of the exam.)
- Pens used by examinees on day one of the exam will not be reused for the rest of the exam.
- Examinees will be allowed to bring their own clear plastic water bottle, as communal water dispensers will not be available in the exam room.

### **Staff/proctor training will include COVID-19 protective measures.**

- Staff/proctor training will encompass CDC information regarding the spread of COVID-19 and preventative measures that should be taken to avoid exposure during the exam.
- Instruction will be provided regarding the proper use of PPE provided by MBLE.
- Staff/proctors will be trained regarding protocols to ensure social distancing during screening, testing, and distribution/handling of test materials.

### **Additional Protective Measures for Standard Testing Rooms**

#### **Social distancing measures will be enforced during screening, registration, testing, and breaks.**

- Start times will be staggered between the three large testing rooms. Examinees will be notified to report for screening within designated times to limit gathering size in the lobby area.
- Bright yellow floor dots will be positioned 6 feet apart throughout the lobby, registration area, and testing room to mark appropriate social distances. Signs will be posted and staff/proctors will be assigned to enforce social distancing.
- Examinees and staff/proctors will be assigned to standard testing rooms in a manner to ensure sufficient space for social distancing and to limit gathering size as follows:
  - Expo (19,000 sq. ft.):
    - No more than 260 examinees assigned to test in Expo.
    - No more than 12 staff/proctors assigned (including tech support).
    - 1 examinee per 6' table, with sufficient space between rows to ensure social distance between proctors and examinees.
  - Windsor (8,440 sq. ft.):
    - No more than 110 examinees assigned to test in Windsor.
    - No more than 7 staff/proctors assigned (including tech support).
    - 1 examinee per 6' table, with sufficient space between rows to ensure social distance between proctors and examinees.
  - Parliament (3,689 sq. ft.):
    - No more than 48 examinees assigned to test in Parliament.
    - No more than 5 staff/proctors assigned.

- 1 examinee per 6' table, with sufficient space between rows to ensure social distance between proctors and examinees.
- Exam material will be distributed and picked up at the corner of each table to ensure social distance is maintained. Staff/proctors will wear gloves and disposable gowns when handling test material.
- Examinees will not be allowed to congregate in the lobby area during breaks and must return to their hotel room, vehicle or go outside for lunch.
- Bright yellow floor dots will be positioned 6 feet apart throughout the secure testing area, including hallways, restrooms, and exam rooms. Staff/proctors will be assigned to enforce social distancing.
- Testing end times for each room will be staggered, based on start times. In addition, examinees will be released from their testing room one row at a time to limit gathering size in the secure area and lobby. Staff/proctors will be assigned to the hallway and lobby area to enforce social distancing and direct examinees to leave the testing area.

### **Additional Protective Measures for ADA Testing Rooms**

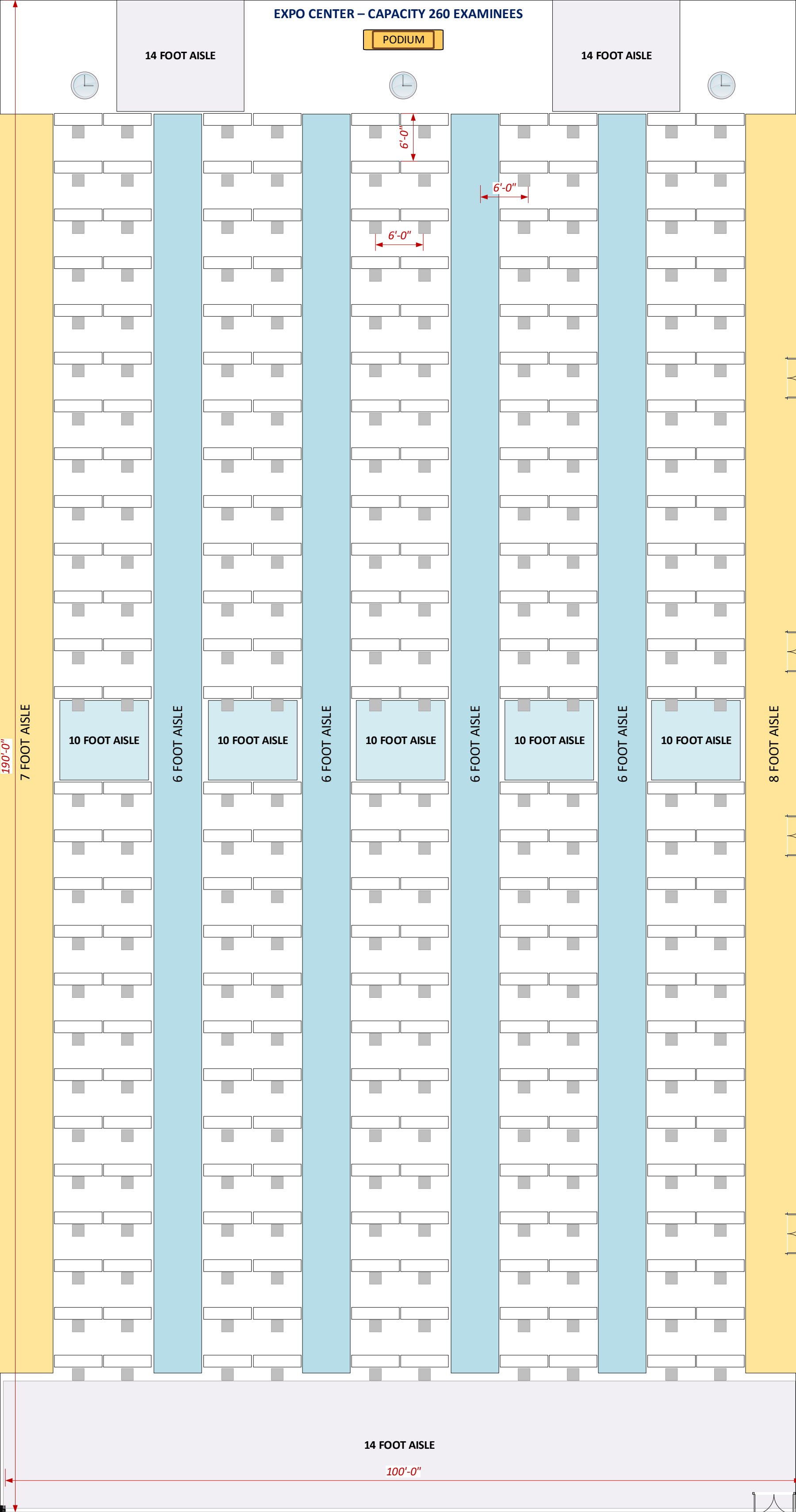
- Examinees and staff/proctors will be assigned to individual and group ADA testing rooms in a manner to ensure sufficient space for social distancing.
  - Picadilly (2,400 sq. ft.) (Group ADA testing):
    - No more than 20 examinees assigned to test in Picadilly.
    - No more than 3 staff/proctors assigned (including tech support).
    - 1 examinee per 6' table, with sufficient space between rows to ensure social distance between proctors and examinees.
  - Individual ADA Testing Rooms (hotel rooms):
    - No more than 2 examinees per room.
    - No more than 1 staff/proctor assigned per room.
    - 1 examinee per 6' table, with sufficient space between rows to ensure social distance between proctors and examinees.
- Exam material will be distributed and picked up at the corner of each table to ensure social distance is maintained. Staff/proctors will wear gloves and disposable gowns when handling test material.

## **LIST OF ATTACHMENTS**

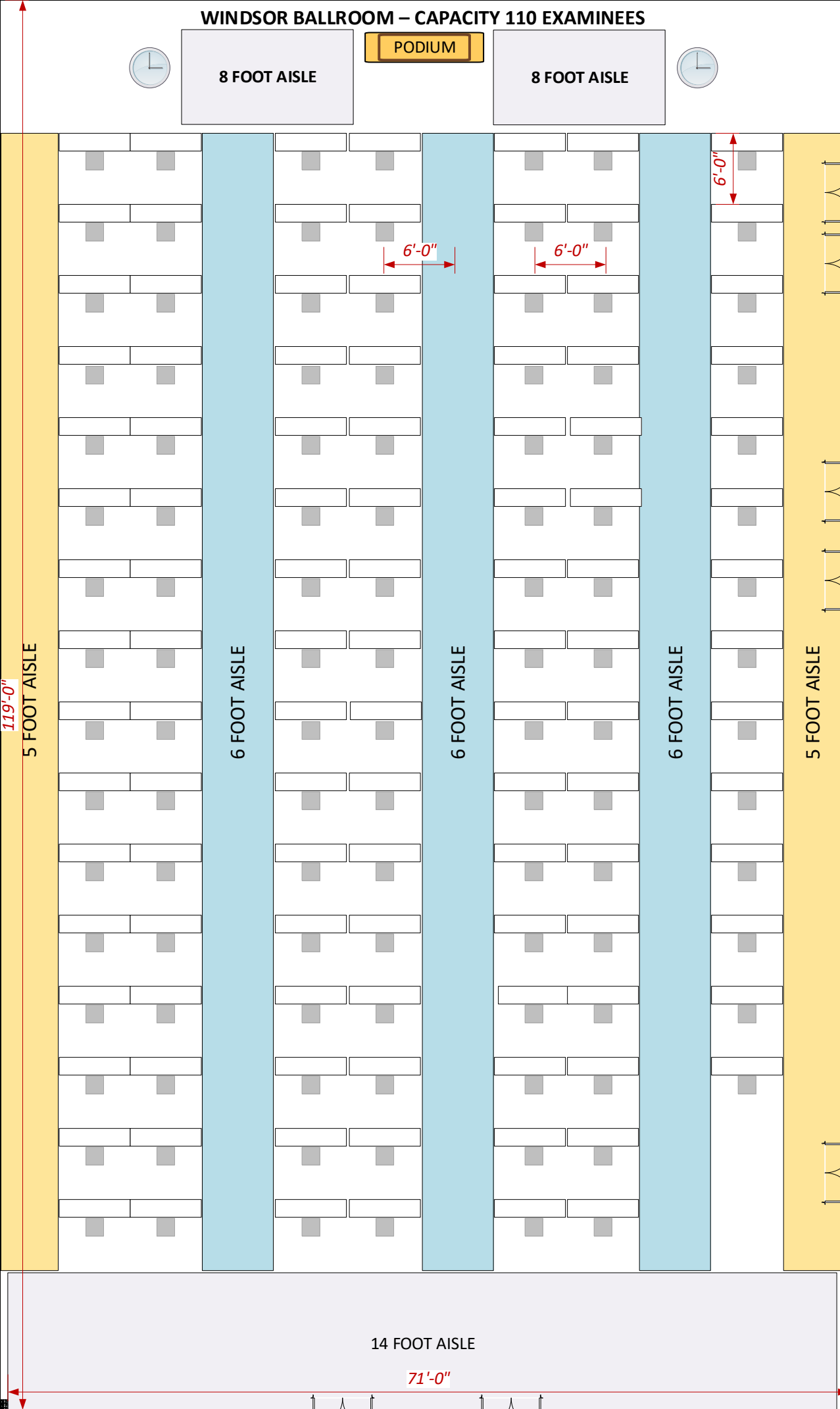
### **I. HOLIDAY INN EXECUTIVE CENTER EXAM ROOM DIAGRAMS**

- A. Expo Center
- B. Windsor Ballroom
- C. Parliament Ballroom
- D. Picadilly Room (ADA)

### **II. MBLE COVID EXAM SUPPLIES**

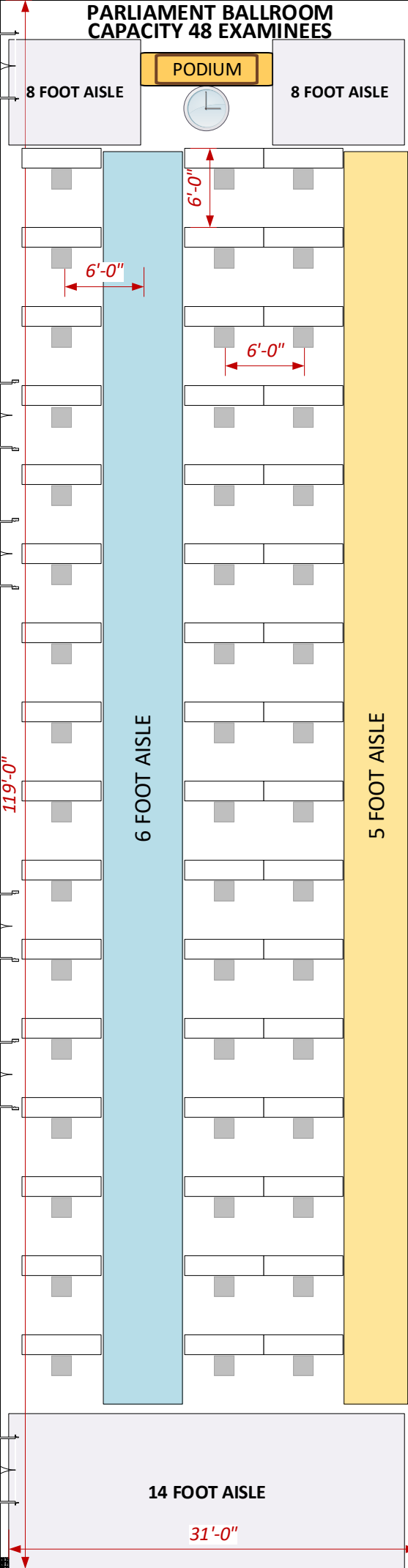


WINDSOR BALLROOM – CAPACITY 110 EXAMINEES

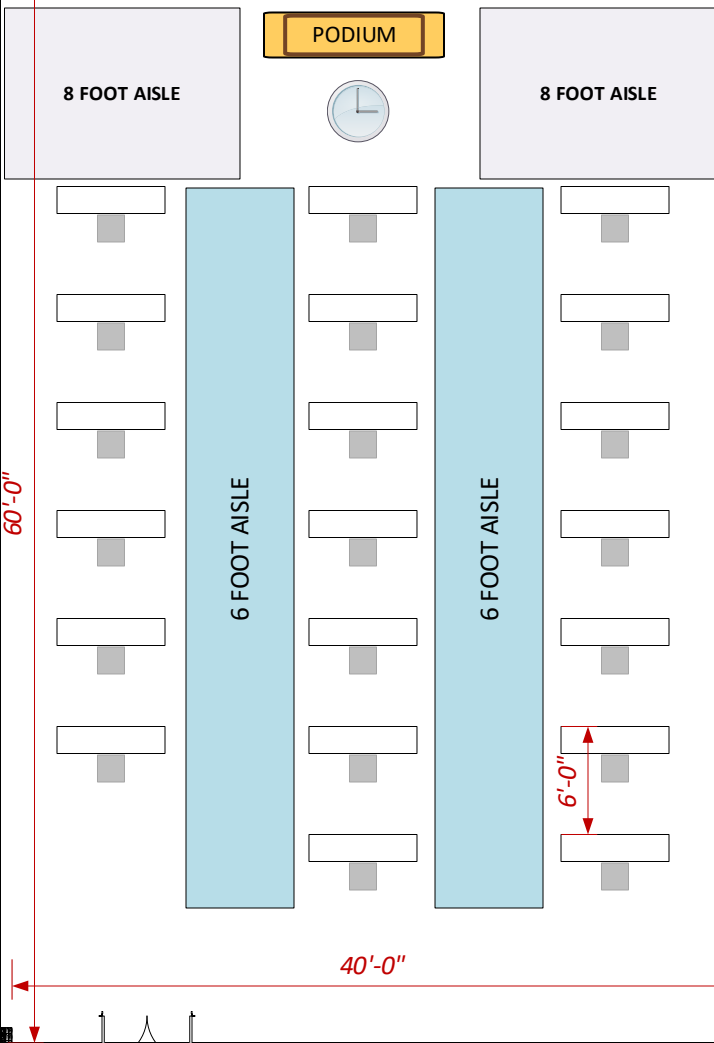




PARLIAMENT BALLROOM  
CAPACITY 48 EXAMINEES



# PICADILLY ROOM (ADA) – CAPACITY 20 EXAMINEES



## COVID-19 Prevention Supplies



200 Face Shields



60 Pump Bottles for Hand Sanitizer



1,300 3-ply Masks



6 Gallons of Hand Sanitizer



1,000 Disposable Gloves



20 Vinyl/PVC Shields for Registration



70 Protective Gowns



2,000 Floor Dots, 5"