

**Alabama State Bar
July 2020 Alabama Bar Exam
Exam Administration Protocols (COVID-19)
Update: 07/13/2020**

Exam Dates & Location

The July 2020 Alabama Bar Exam will be administered on July 28-29, 2020. The exam will be administered at the Birmingham Jefferson Convention Complex (BJCC). An additional exam will be administered September 30 – October 1, 2020, and examinees have the option of sitting for the July exam *or* the September exam.

Arrival Time & Entry Zone

Approximately one week prior to the exam each examinee will be sent an email with their section assignment, seat assignment and arrival time. Examinees should not congregate outside the exam site at the BJCC prior to their arrival time. There will be a designated entry zone that will be accessible to examinees based on assigned arrival time. Additional information about the entry and check-in process will be included in the email sent prior to the exam. This same process will be followed for the morning and afternoon sessions on each day of the exam.

COVID-19 Screening Certification & Temperature Checks

All examinees, administrators, and monitors will be required to execute a COVID-19 Screening Certification (see attachment) and have their temperature taken. Examinees with a temperature of 100.4°F or higher or who are unable to comply with the Screening Certification will not be allowed to sit for the July 2020 exam and will be given the opportunity to re-apply for the September 2020 exam or the February 2021 exam. Examinees should self-isolate and/or minimize contact with others and take COVID-19 precautions in the weeks prior to the exam.

Social Distancing

Examinees will be at least six feet apart in all directions during the exam. Examinees must remain six feet apart when in line to enter or exit the exam room, and when moving about the exam site. Examinees should not congregate at any location at the BJCC complex.

Due to the amount of venue space required to provide for adequate social distancing, it is impossible to provide a clock or timer that will be visible by all examinees. The exam administrator will make periodic announcements of time remaining. Examinees are permitted to bring an analog wristwatch (subject to inspection by exam site personnel), but no digital or electronic wristwatches or other clocks will be permitted.

Mask/Face Covering & Sanitization

Mask/Face Covering – Examinees must provide their own mask/face covering. Examinees will not be permitted into the entry zone without a mask/face covering. Exam administrators or monitors may require examinees to remove their mask/face covering for identification purposes. Examinees will be permitted to remove their mask/face covering during the timed portion of the exam, but the Alabama State Bar strongly encourages the wearing of a mask/face covering at **all times**.

The Jefferson County Health Officer entered an [Order](#) requiring the wearing of a mask/face covering at all times in public places. The Order provides an exception for private meetings, which are defined as meetings not open to the general public, if a consistent six-foot distance between persons is maintained. The Alabama State Bar Exam is a private meeting not open to the general public.

Any examinee refusing to wear a mask/face covering in accordance with these protocols will not be permitted to enter or remain at the exam. Masks/face coverings are subject to inspection by exam site personnel. Exam personnel must wear a mask/face when they are unable to maintain a consistent six-foot distance from other persons.

Hand Sanitizer – Examinees may bring their own hand sanitizer, which is subject to inspection by exam personnel. Hand sanitizer will be available at each section for use by examinees. Examinees are encouraged to use hand sanitizer when entering and exiting their exam room. Use of hand sanitizer during the timed portion of the exam should be done so as to not disturb other examinees.

Disinfectant – Alabama State Bar staff will coordinate with BJCC staff to disinfect tables, chairs, restrooms, and common areas before each exam session.

Restroom Breaks & Water

Restroom Breaks – Examinees are not permitted to use restrooms inside the exam rooms before and after each exam session. As is customary, during the timed portion of the exam, examinees will be permitted to use the restrooms inside the exam rooms. Use of restrooms will be limited and monitored.

Water – There will be NO water stations available during administration of the exam. Each examinee will be permitted to bring one bottle of water with no label and a lid that closes securely. When not in use, the bottle of water must remain on the floor beside the examinee with the lid securely closed. Water bottles are subject to inspection by exam site personnel.

Departure from Exam Site

Examinees will be dismissed from the exam room by section. Once dismissed, examinees must immediately exit the exam room and leave the BJCC complex without congregating with other examinees.

Updates to Exam Administration Protocols

The Alabama State Bar will provide updates to these protocols as additional information becomes available. Examinees should regularly check their email to receive important updates. These exam administration protocols and any updates will be posted to the Admissions Office website at <https://admissions.alabar.org>. It is the examinee's responsibility to ensure receipt of updates and to comply with all exam administration protocols.

Preview Copy – This form will be provided at the exam.

**Alabama State Bar
July 2020 Alabama Bar Exam
COVID-19 Screening Certification**

1. I have not tested positive for COVID-19, or if I have previously tested positive for COVID-19, I have received medical clearance that I no longer need to be in isolation (medical documentation required).
2. To my knowledge, I have not come into contact with any person who has tested positive for COVID-19 within the past fourteen (14) days.
3. No member of my household has tested positive for COVID-19 within the past fourteen (14) days.
4. I have not traveled to or from any area outside of the United States with active spread of COVID-19 within the past fourteen (14) days.
5. I have complied with any emergency health order issued by any State in which I have resided during the past fourteen (14) days.
6. I am aware of the Centers for Disease Control (CDC) guidance regarding best practices to protect myself and others from COVID-19 (copy attached) and have followed this guidance.

I, _____, under penalty of perjury, do hereby certify that the information provided above is true and correct to the best of my knowledge. I further acknowledge that any change to the information contained herein should be immediately reported to the Alabama State Bar. I acknowledge that providing false information on this Certification, or failing to report any change hereto, may constitute a character and fitness issue to be considered by the Committee on Character and Fitness of the Alabama State Bar.

Signature

Date

How to Protect Yourself and Others

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.