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**SEPTEMBER 30, 2020 – OCTOBER 1, 2020**  
**MAINE BAR EXAMINATION**  
**SAFETY PRECAUTIONS**

The Maine Board of Bar Examiners (the “Board”), in coordination with the Maine Supreme Court (the “Court”) and the Maine Center for Disease Control (“CDC”), have been in contact over the last month to discuss how to administer the upcoming Maine Bar Examination during the COVID-19 pandemic. As noted on the CDC website, the best way to prevent infection is to avoid being exposed to the virus. People should avoid travel to affected areas, practice social distancing and follow respiratory prevention methods, including:

- Washing hands often with soap and water for at least 20 seconds. This is especially important after using the bathroom, before eating, and after blowing nose, coughing, or sneezing. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol. **(The Board will provide individual containers of hand sanitizer to each applicant, monitor and staff member at the testing site)**
- Avoid touching your eyes, nose, and mouth with unwashed hands. **(The Board is providing face masks for everyone as well as face shields for those who want them.)**
- Avoid touching high-touch surfaces in public. **(While the Board cannot control what people touch, it will require its monitors and staff to disinfect the tables, doorknobs and other high-touch places before the applicants arrive as well as during their lunch break.)**
- Avoid close contact with people who are sick.
- Cover your cough or sneeze into a tissue, then throw the tissue into the trash. **(The Board will provide tissues and waste receptacles.)**
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe. **(See above.)**
- Stay home when sick. **(The Board will rely upon the applicants’ assertions that they meet CDC guidelines when attending the exam.)**

In order to provide the safest environment possible for the upcoming UBE exam administration in Maine, the Board is instituting the following requirements for all applicants, monitor and staff:

1. Every applicant, monitor and/or MBBE staff member will review and sign the Applicant Agreement and Declaration asserting they are free of COVID-19 symptoms and agree to wear a face mask or a face mask with a face shield, submit to temperature readings and take other precautions as set forth by the MBBE (a copy of the Agreement and Declaration is attached).
2. Every applicant traveling to Maine for the purpose of taking the UBE will also be required to fill out the Certificate of Compliance for Maine Visitors, attesting that they have not experienced COVID-19 symptoms, have not had contact with someone with

COVID-19 symptoms and certifies that they have either had a negative COVID-19 test on a specimen collected no later than 72 hours prior to their arrival in Maine; **OR** quarantined for 14 days upon arrival in Maine; **OR** is coming from a state exempt from these requirements.

3. Precautions put in place by the MBBE include:

- a. Working with the Maine CDC to apprise them of our exam dates and to implement the latest requirements from that office;
- b. Arranging for medical personnel (nurses) to be on hand at each testing location to take temperatures and conduct COVID-19 screening questions (provided by Maine CDC). These medical personnel will be on site throughout the exam periods;
- c. While wearing gloves, the Board Staff will pre-package testing materials for all applicants in individual bags. When the exam is finished, applicants will place all pre-packaged materials back in the Board issued bags and will drop off the documents in a drop box prior to exiting the examination room.
- d. Requiring monitors to wear gloves and set out exam materials on desks prior to applicants entering the room. This will significantly decrease contact between applicants and monitors. Monitors will still walk around the room during testing but will remain seated for most of the exam period.
- e. Administering the exam in two locations (rather than the usual one location). This allows for no more than fifty (50) individuals (applicants/monitors/staff) in each room. We arranged eight (8) conference rooms at the DoubleTree hotel where we can accommodate 115-125 applicants with the 6-foot requirement in place. The remainder of the applicants will take the exam at the Law School in two (2) testing rooms, allowing for another 25-35 applicants. Those applicants granted testing accommodations will be served in smaller, less congested rooms.
- f. Providing individual hand sanitizers for each applicant, monitor and staff member. Applicants will not be allowed to bring his/her own sanitizers into the exam rooms.
- g. Buying 1,000 3-ply disposable face masks which will be provided to all applicants, monitors and staff. No one will be allowed to bring a personal mask into the exam rooms. All applicants, monitors and staff members will be provided a new mask whenever they leave and reenter the testing room
- h. Buying face shields to be available for all applicants, monitors and staff who want them – everyone will be required to wear masks or masks with a face shield during the entirety of the examination;

- i. Imposing social distancing requirements (six feet in every direction) for the seating arrangements during the exam administration and lunch;
- j. Setting up staggered admission and start times at each venue to separate groups of applicants by testing room;
- k. Renting and setting up tents and chairs at each site with seating for applicants to have the option of lunch outside – seating will comport with distancing requirements;
- l. Sanitize all tables, doorknobs and other high-touch spots before the applicants arrive, and while they are at lunch. This procedure will be followed both days of the exam; and
- m. Restricting rest rooms to one applicant per rest room at one time to maintain distancing requirements.

Please note that the Board will follow the guidelines set forth by the Maine CDC, the Governor's office and the Court at the time of the examination. The safety of everyone participating in the exam is the Board's greatest concern, and our office is working tirelessly to provide the necessary safety precautions regarding administering the in-person examination.