



RECTOR'S DECREE

of 18.12.2020

Rīga

No. 5-1/552/2020

On further organisation of the study process under conditions of the spread of COVID-19 infection

To reduce the health risks to Rīga Stradiņš University (RSU) students, staff and guests, as well as the risk to the continuity of studies, research and scientific activity at RSU,

it is DECREED that:

1. The following epidemiological safety measures should be introduced:
 - 1.1. In the study process:
 - 1.1.1. for the period until 30.01.2021:
 - 1.1.1.1. the study process shall be carried out remotely, except for the cases specified in sub-paragraph 1.1.1.2;
 - 1.1.1.2. clinical placement in residency shall be allowed in person in compliance with the epidemiological safety requirements of the medical institutions;
 - 1.1.2. Heads of the study programmes shall be obliged to ensure that the epidemiological safety requirements and other instructions of the third parties (medical institutions, clinical base units, placement locations, etc.) are strictly followed by RSU and RSU students when carrying out study activities, including placements, at these institutions;
 - 1.1.3. Heads of the study programmes and Deans shall immediately inform students and lecturers about changes in the organisation of the study process;
 - 1.2. Upon detecting a case of Covid-19 in a representative of the teaching staff (lecturer) or a student of RSU, the Dean of the respective faculty shall take the following steps and organise the information processing independently or by appointing a specific employee:
 - 1.2.1. The Dean of RSU or an authorized employee appointed by the Dean shall receive information about the case of contracting Covid-19 from the responsible employee of the Centre for Disease Prevention and Control (CDPC) or from the sick person himself or herself;
 - 1.2.2. The contact with the sick person shall be established immediately (if such has not been made yet), and the person shall be asked to stay at home or go

home from RSU and adhere to strict quarantine rules and contact the CDPC, and follow its instructions for further action;

- 1.2.3. The date of a positive Covid-19 test shall be clarified when communicating with the sick person;
- 1.2.4. People who have been in contact with the sick person during 2 (two) days prior to having the test confirming the infection must be considered as contact persons of the infected person;
- 1.2.5. Information regarding all on-campus classes (including lectures) in which the sick person has participated within 2 (two) days prior to having the test shall be retrieved from the study planning documentation at RSU;
- 1.2.6. A telephone survey of all lecturers mentioned in the timetable shall be conducted in order to find out whether the infected person has actually participated in the classes in accordance with the attendance registration documentation or whether that class was held remotely;
- 1.2.7. A common list of persons who have also participated in on-campus study process, such as classes, or have otherwise been in contact with the sick person, for example, in the canteen (other students, lecturers, ancillary staff or other persons) shall be made. The list may include representatives of any group of RSU staff or students;
- 1.2.8. All persons mentioned in the list shall be immediately sent an informative e-mail (using RSU e-mail address system) about obtaining the status of a contact person and the need to be quarantined for 14 days after the last contact with the sick person. Quarantine may be terminated earlier if a negative test result is obtained during a laboratory testing for Covid-19 no earlier than on the tenth day of the quarantine. In addition, the persons shall be reminded to monitor their health and ask for medical assistance immediately if they develop symptoms of Covid-19 infection. The e-mails sent shall also be sent to Aija Gulbe, Director of the Study Department (e-mail address: Aija.Gulbe@rsu.lv) for the information regarding the students and to Dace Jasmane, Director of Human Resources Department (e-mail address: Dace.Jasmane@rsu.lv) for the information regarding the employees;
- 1.2.9. If there are also lecturers among the contact persons, the Dean or the person appointed by the Dean shall inform the relevant departments, for example, the Head of the department, about the fact; and they together with the Dean, shall decide on the adjustment of studies according to the actual situation. The Head of the clinical department shall also immediately inform the responsible person of the medical institution regarding the possible contact of RSU infected person with patients or medical practitioners, if any. The Dean or the person appointed by the Dean shall also inform the Heads of other academic departments about the certain quarantined lecturer or group of lecturers and, as far as possible, shall consider changes to the timetable due to the quarantined employees;
- 1.2.10. The Dean or the person appointed by the Dean shall request identifying data and information regarding social contacts within 5 (five) days prior to the submission of a positive Covid-19 test. The information is required to be transferred to the CDPC for further work related to the specific case of the disease;

- 1.2.11. The person appointed by the Dean shall send the student's RSU ID number to Dainis Zemešs, Director of RSU Department of Infrastructure (dainis.zemess@rsu.lv) for obtaining electronic data on the movement of the infected person in RSU premises, if registered with the electronic certificate. The obtained information adds to the list of potential contacts to be identified (Paragraph 1.2.7 of the Decree).
 - 1.2.12. All the data obtained (timetables, information provided by the infected person, information provided by academic departments, etc.) shall be analysed in order to obtain verified and completely reliable information about the possible contacts of the infected person at RSU;
 - 1.2.13. If the number of contact persons changes as a result of the analysis of the information (Paragraph 1.2.7 of the Decree), e-mail messages shall also be sent to the additional identified contact persons (Paragraph 1.2.8 of the Decree);
 - 1.2.14. The Dean or the person appointed by the Dean shall send the information obtained regarding the sick persons and their contact persons identified by RSU to Silviija Skubaka, a contact person of the CDPC (silviija.skubaka@spkc.gov.lv and to dezurants.riga@spkc.gov.lv). The contact person may change depending on the instructions of the CDPC;
 - 1.2.15. Persons in quarantine may return to the study process 14 days after the last contact with the sick person, or earlier if a negative test result has been received during the laboratory testing for Covid-19 not earlier than on the tenth day of quarantine;
 - 1.2.16. Students and staff shall have a responsibility to provide immediate and complete information that is at the disposal of the individuals concerned regarding the sick persons and their potential contact persons.
- 1.3. The provisions of Paragraphs 1.2.8 and 1.2.15 of this Decree regarding the quarantine of contact persons shall not apply to the students studying in state-funded residency, if they are incompatible with the provisions of the relevant medical institution where the residency student is employed.
2. If a student, after issuance of this Decree, has travelled to one of the countries published on the CDPC website, to which special precautionary and restrictive measures apply, and is preparing to return to the Republic of Latvia:
 - 2.1. The student shall inform the Dean electronically at least 2 working days before returning to Latvia, indicating the countries where he/she has been (including transit) and the period of absence;
 - 2.2. During the first 10 days after returning to the Republic of Latvia, the student shall not come to RSU premises of studies and research and shall not contact RSU students, employees or other staff related to RSU activities in person, as well as shall self-isolate;
 - 2.3. The Study Department together with the Dean and the Head of the study programme shall decide on changes to the study process, if they are considered to be possible;
 - 2.4. The student shall be aware that changes to the study process are not guaranteed. The student shall take responsibility independently for any consequences of timely or complete non-fulfilment of academic and/or other obligations;

- 2.5. The Dean shall inform the student about the decisions taken regarding the student by correspondence.
3. During self-isolation, the person shall:
 - 3.1. reside in a place of residence or another place of stay;
 - 3.2. not expose other persons to the risk of infection, not establish direct contact with other people (not take guests, not go on private visits, to work, social and public places and premises where many people are staying, except for going to the shop and getting to the place of residence or another place of stay immediately after arrival in Latvia, using mouth and nose cover);
 - 3.3. monitor his/her health and measure the body temperature twice a day (in the morning and evening) and inform the General Practitioner, if any signs of an acute respiratory infection (cough, high body temperature (fever), shortness of breath) appear.
4. For students and staff:
 - 4.1. The use of mouth and nose covers (face masks) **shall be mandatory** in RSU premises and in study-related rooms; moreover, taking into consideration that the mask should be used correctly;
 - 4.2. Compliance with the requirements of social distancing at RSU premises and in premises related to the study process **shall be mandatory**, including in places where it is physically possible, staying 2 metres apart. This also applies, for example, to canteen premises;
 - 4.3. Mutual socialisation in person shall be avoided without special need, without observing 2-metre distancing rule both inside and outside RSU premises, including out of study or work activities;
 - 4.4. It must be taken into consideration that a person may be evicted from the premises if he or she continues not to comply with the requirements of this sub-paragraph even after being asked to do so.
5. Neither students nor lecturers shall come to RSU if they observe any of the signs relevant to Covid-19 infection, informing the Dean or immediate manager, respectively.
6. In case of signs of the illness, international students who do not have their General Practitioner in Latvia, shall call the National Health Service by phone 80001234 and shall follow the instructions received.
7. **Students** shall be aware that other epidemiological safety measures may also be imposed, and shall undertake to comply with them immediately and in full, and **shall undertake to follow information both on RSU website and at the e-mail address assigned by RSU on a daily basis.**
8. Students shall be obliged to monitor their state of health independently and shall immediately act in accordance with the recommendations provided by the *CDPC* (link to the website: <https://spkc.gov.lv/lv/>) in the event of any signs of the virus, avoiding risks to health of others through their actions (action or inaction).
9. Students shall also have a duty to follow official information and recommendations on both the website of the *CDPC* and other sources related to COVID-19.
10. The further academic process at RSU may be changed and planned according to the conditions created by the epidemiological situation and public safety requirements.

11. RSU Student Information Maintenance and Development Unit shall provide information to the State Education Quality Service regarding the organisation of RSU study process remotely and to a specified extent in person, as well as on specific anti-epidemic measures, if the CDPC has prescribed such to RSU, a particular student or employee, and RSU knows about that.
12. The failure of a student to fulfil the obligations laid down in this Decree may be regarded as a serious breach of the study contract with appropriate consequences, including the possibility to be excluded from the University and the obligation to cover losses and damage to natural and legal persons.
13. The International Student Department, Deans, the Student Union and the Communication Department have to organise an information campaign regarding the measures specified in this Decree and the consequences of non-compliance.
14. With the issuance of this Decree, The Rector's Decree No. 5-1/512/2020 of 03.12.2020 shall become invalid.
15. The Records Management and Archives Department shall acquaint all employees and A.J.Gauja, the President of the Student Union's Board with this Decree.

Rector

Aigars Pētersons

A. Gulbe
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D. Šlejja
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THIS DOCUMENT IS SIGNED ELECTRONICALLY
WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME
STAMP