

APPROVED  
by the RSU Rector's Decree  
No 1-PB-2/198/2022  
of 25.03.2022

**Procedure/ Safety Protocol for the implementation of precautionary measures  
to limit the spread of COVID-19 infection at Rīga Stradiņš University**

Issued in accordance with  
Section 1, Paragraph three and Section 2, Paragraph one of the  
Law on the Management of the Spread of COVID-19 Infection,  
Section 36, Paragraph three of the Education Law,  
Section 4, Paragraph three, Clause 4 of the  
Law on Higher Education Institutions and  
Cabinet Regulation No 662 of 28 September 2021  
“Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection”

**1. General provisions**

- 1.1. Procedure/ Safety Protocol for the implementation of precautionary measures to limit the spread of COVID-19 infection at Rīga Stradiņš University (hereinafter – Procedure) shall determine measures and duties of the responsible persons to limit the spread of COVID-19 infection at Rīga Stradiņš University (hereinafter – RSU).
- 1.2. The Procedure is binding for RSU students and other learners (listeners and learners of the continuing education and professional development programmes), employees and visitors, as well as tenants and guests of the student hostels (hereinafter together – RSU staff and visitors). Violation of the Procedure shall be considered to be a serious violation of the RSU Internal Rules and Regulations for Studies, Working Procedure Regulations, Internal Rules of Procedure of the Student Hostels, as well as violation of the provisions of the contract concluded between RSU and the person respectively.
- 1.3. RSU staff and visitors are responsible for the protection of their own and others' health and compliance with this Procedure. In order to prevent the spread of COVID-19, the following basic principles shall be considered essential:
  - 1.3.1. information;
  - 1.3.2. distancing;
  - 1.3.3. hygiene;
  - 1.3.4. monitoring of a person's state of health.
- 1.4. Communications Department:
  - 1.4.1. shall insert the Procedure on the RSU website, under the section “Covid-19 information”, as well as insert information about the responsible persons and the mobile application “Apturi Covid” for identifying and informing contact persons and its use (hereinafter – mobile application “Apturi Covid”), and other relevant information, and shall regularly update current information;

- 1.4.2. shall insert the Procedure on the Student portal “MyRSU”, as well as send it to RSU applicants, students and employees to their e-mail addresses.
- 1.5. RSU staff are recommended to download and use the application “Apturi Covid”.
- 1.6. The responsible persons of the structural units for the implementation of the requirements specified in this Procedure:
  - 1.6.1. for Latvian students – Head of the Student Services Agnese Lielā (e-mail: Agnese.Liela@rsu.lv);
  - 1.6.2. for international students – Dean of the competent faculty or a person appointed by the Dean;
  - 1.6.3. for international applicants and exchange students – Director of the International Department Baiba Pētersone (e-mail: Baiba.Petersone@rsu.lv);
  - 1.6.4. for RSU staff – Director of the Human Resources Department Dace Jasmane (e-mail: Dace.Jasmane@rsu.lv);
  - 1.6.5. for RSU Infrastructure – Director of the Department of Infrastructure Dainis Zemešs (e-mail: Dainis.Zemess@rsu.lv);
  - 1.6.6. for informing RSU students and staff – Director of the Communications Department Edijs Šauers (e-mail: [Edijs.Sauers@rsu.lv](mailto:Edijs.Sauers@rsu.lv)).
- 1.7. If a deterioration of the epidemiological situation is observed, the proportion of the remote study process shall be increased in order to reduce epidemiological risks.

## **2. General rules of spreading information**

- 2.1. General information on the obligation to observe the distance and use face masks (and their proper use), as well as information regarding hygiene and monitoring of personal state of health shall be placed in the RSU lobby and in each corridor (at least in one visible place). Special information shall be placed near lecture rooms, auditoriums, laboratories, common areas and equipment.
- 2.2. Informative materials shall be prepared and reproduced by the Communications Department and transferred for their further placement in RSU buildings and premises in cooperation with the Department of Infrastructure.

## **3. General epidemiological safety provisions**

- 3.1. The staff (including administrative and technical staff, as well as service providers who come into contact with students) may only participate in the implementation of the study programme or other educational programmes on site with an interoperable vaccination or recovery certificate.
- 3.2. Every person, who participates in the educational process on site, shall use a face mask (except if a person stays alone in the room) and observe distancing rules to the extent possible.
- 3.3. In accordance with the requirements specified in Sub-paragraph 3.2 of this Procedure, medical face masks or respirators not lower than the class FFP2 without valve shall be used as face masks.
- 3.4. RSU employees may perform their work duties remotely by agreeing with their immediate superior in advance and making sure that the quality of work duties is not negatively affected.
- 3.5. Persons (technical staff, external service providers, etc.) who do not comply with the requirements specified in Sub-paragraph 3.1 of this Procedure may stay in the RSU premises outside the time of studies or in specially separated premises, if the following conditions are observed:
  - 3.5.1. face masks are constantly used indoors;

- 3.5.2. work surfaces' disinfection and ventilation is performed;
- 3.5.3. 2 metres distance in communication with other RSU staff or visitors is observed.
- 3.6. In the RSU buildings, where the implementation of the study process takes place concurrently with activities of medical institutions, the requirements specified in this Procedure shall apply to the premises used to ensure the RSU study process.
- 3.7. In order to ensure additional epidemiological safety and precaution, observing the requirements for the implementation of the study process within other institutions (medical institutions) outside RSU premises, heads of structural units are entitled to set requirements for students and lecturers to perform testing on COVID-19 infection with SARS-CoV-2 antigen self test within the framework of routine screening (twice a week) in order to participate in study process in person. RSU shall ensure that the above-mentioned tests are available at the request of the unit.

#### **4. General hygiene rules**

- 4.1 Upon arrival at RSU premises, RSU staff, students and visitors are obliged to immediately perform hand disinfection – to wash hands with warm water and soap or to disinfect hands with a special disinfectant.
- 4.2. Disinfectants shall be located in visible places.
- 4.3. Premises shall be ventilated at least once every two hours. After the class, where several people have stayed in the room, or during the break, the support staff of the structural unit shall provide ventilation of the room for at least 15 minutes. Automatic ventilation system may be used, if such system is available.
- 4.4. The Department of Infrastructure shall ensure the availability of disinfectants upon the request of the head of the structural unit.
- 4.5. The Department of Infrastructure shall provide the heads of academic structural units with information about the equipment of premises with automatic ventilation system and ventilation mode. Ventilation shall be carried out by the support staff of the structural unit according to the information provided.

#### **5. General provisions of monitoring a person's state of health**

- 5.1. RSU staff and visitors are prohibited from entering and staying at RSU premises if they have acute signs of infectious respiratory disease (runny nose, cough, shortness of breath, fever) or infection with the SARS-CoV-2 virus has been confirmed, or there are reasonable grounds for suspecting infection, that have been confirmed by a positive antigen test (including self-test).
- 5.2. If signs of an acute infectious respiratory disease appear during the stay at RSU premises, the person has an obligation to immediately inform their immediate superior (for employees), lecturer (for students and other learners) or RSU representative – contact person (for visitors), and leave RSU premises. The person shall immediately contact the general practitioner to jointly decide on further medical treatment and inform the immediate superior, lecturer or other RSU representative respectively.
- 5.3. Each RSU staff representative is obliged to inform the person responsible for monitoring the person's state of health, if a person has signs of an acute infectious respiratory disease and cannot provide a certificate issued by a medical institution, proving that the person has another illness with such symptoms.

5.4. The responsible person shall ascertain the name and surname of the person referred to in Paragraph 5.3 of the Procedure and request the person to leave the premises. If the person refuses to leave RSU premises, the person may be expelled by the RSU security service provider. The responsible person shall immediately report the incident to:

5.4.1. Director of the Human Resources Department Dace Jasmane (e-mail: Dace.Jasmane@rsu.lv, phone: 67409181) – regarding employees;

5.4.2. Head of the Student Services Agnese Lielā (e-mail: Agnese.Liela@rsu.lv, phone: 67409186) – regarding students, doctoral students and residents.

5.5. Following persons shall be responsible for direct monitoring and reporting of a person's state of health to the persons indicated in Sub-paragraph 5.4.1 or Sub-paragraph 5.4.2 of this Procedure:

5.5.1. academic, technical staff or lecturer present in the lecture room or class;

5.5.2. in other cases – head of the structural unit.

5.6. The persons indicated in Sub-paragraphs 5.4.1 and 5.4.2 of the Procedure shall compile the information received, report to their immediate superior and, if necessary, to the RSU Senior Management, and propose improvements to limit the spread of COVID-19 infection.

## **6. Procedure for action in case of COVID-19 infection**

6.1. Upon establishing a case of a person's illness with COVID-19 infection, the Dean of the relevant faculty shall independently or by appointing a specific employee organise the implementation of the following activities and the processing of information:

6.1.1. shall receive information from the responsible employee of the Centre for Disease Prevention and Control (hereinafter – CDPC) or from the contracted person itself regarding the fact that the person has been infected with COVID-19;

6.1.2. shall immediately take the necessary measures for the ill person to stop the on-site study process and start isolation, by contacting the CDPC and following its instructions regarding further action;

6.1.3. shall ascertain the date when positive COVID-19 analysis was detected or the date on which the symptoms appeared, by contacting the person contracted COVID-19;

6.1.4. those persons shall be considered contact persons who has had one or more of the following high-risk contacts with a person suspected of being infected with the SARS-CoV-2 virus, including persons with a positive antigen test, incl. self-test result:

a) direct contact up to a distance of two metres for more than 15 minutes within 24 hours (including repeated contacts lasting more than 15 minutes in total);

b) physical contact with a person's secretions (for example, when the person is coughing);

c) being in a closed environment (e. g. household, classroom, meeting room, hospital's waiting room, office, etc.) or driving together for more than 15 minutes in one vehicle.

6.1.5. persons shall be considered contact persons, if a high-risk contact has occurred within the following time interval with a person reasonably suspected of being infected with the SARS-CoV-2 virus, including persons with a positive antigen test, including the self-test result:

- a) with symptoms – two days until the day when the infected person develops symptoms;
  - b) without symptoms – two days until the date of confirmation of the presence of the SARS-CoV-2 virus in the laboratory test or antigen test, including self-test.
- 6.1.6. shall obtain information from the RSU study planning documentation regarding all on-site study classes (incl. lectures), in which the person ill with COVID-19 has participated within 2 days prior to the performance of the test;
- 6.1.7. shall conduct telephone survey of all lecturers referred to in the study plan, in order to clarify whether, according to the registration documentation of classes, the infected person has actually participated in classes, or whether the abovementioned class has not taken place remotely;
- 6.1.8. shall make a list of persons, who have also participated in the on-site study process, for example, in classes, or have otherwise been in contact with the person contracted COVID-19, for example, in the canteen (other students, lecturers, support staff or other persons). The list may include any representatives of RSU staff or a group of students;
- 6.1.9. the obtained information shall be provided to CDPC expert, in order to facilitate the assessment of the situation and to receive CDPC instructions regarding the specific case;
- 6.1.10. shall immediately send an informative e-mail (using the RSU e-mail addresses system) to all persons mentioned in the list about obtaining the status of a contact person – increased risk of infection with COVID-19. In addition, a reminder shall be provided to monitor a person's state of health and immediately seek medical assistance in case of the occurrence of symptoms of COVID-19 infection. These e-mails shall also be sent to the Head of the Student Services Agnese Lielā (e-mail: Agnese.Liela@rsu.lv) regarding students, and to the Director of the Human Resources Department Dace Jasmane (e-mail: Dace.Jasmane@rsu.lv) regarding employees;
- 6.1.11. the head of the clinical department shall, without delay, inform the responsible person of the medical institution regarding possible contact of the RSU person, who has contracted COVID-19, with patients or medical practitioners, if any;
- 6.1.12. shall also inform the heads of other academic structural units about the fact, that the particular lecturer or groups of lecturers have to observe quarantine, and shall consider possible changes in the study plan to the extent possible;
- 6.1.13. the obtained information about the contracted persons and possible contact persons identified by the RSU shall be sent to the CDPC contact person to the e-mail address: dezurants.riga@spkc.gov.lv. The contact person may change depending on the CDPC instructions.
- 6.2. All the obtained data (study plans, information provided by the infected person, academic structural units, etc.) are analysed in order to obtain verified and completely reliable information about the possible contacts of the infected person at RSU.
- 6.3. If the number of contact persons changes as a result of the information analysis, e-mails shall be sent to the additionally identified contact persons.
- 6.4. Students and staff are obliged to immediately provide complete information available regarding persons ill with COVID-19 and their potential contact persons.

- 6.5. If, in accordance with the provisions of Sub-paragraph 6.1, information has been received regarding the case of students of the second-level higher vocational education programme “Residency in Medicine” (hereinafter – resident) to be ill with COVID-19 infection, the Dean or an employee appointed by the Dean shall ascertain from the resident whether the workplace of the resident has been informed about the fact of illness and contact persons, as well as make sure that the study process provided by RSU has not been implemented during the respective period.
- 6.6. If the resident confirms that his/ her workplace has been informed about the fact of illness, and the Dean or an employee appointed by the Dean has verified the information that the RSU study process has not been ensured in the respective period, provisions stated in Sub-paragraph 6.1 of the Procedure shall not be performed.
- 6.7. A person, who has had a contact with a person infected with COVID-19 or a person reasonably suspected of being infected with the SARS-CoV-2 virus, including persons with a positive antigen test result, shall observe the following epidemiological safety requirements within seven days of the last contact with the infected person:
  - 6.7.1. the person shall not perform work duties and participate in practical on-site trainings (shall not apply to the course of the study process at the RSU premises or remote study process) if the person performs duties or is involved in practical training that may pose an increased risk to the recipient of services in relation to COVID-19 (including in a medical institution, social care institution, etc.) and the contact with the person has taken place without the use of personal precautionary measures;
  - 6.7.2. shall use respirators not lower than FFP2 class in public places, including when performing work duties or practical training in a room where more than one person is present;
  - 6.7.3. shall monitor their state of health and contact the doctor if signs of COVID-19 occur.
- 6.8. Persons recovered from COVID-19 (the relevant certificate is available) shall not be subject to provision specified in Sub-paragraph 6.7.1 of the Procedure;
- 6.9. A person confirmed to be infected or a person reasonably suspected to be infected with the SARS-CoV-2 virus, including persons with a positive antigen test result, shall observe isolation and shall stop the isolation only with the permission of the treating physician to return to the educational process.
- 6.10. A student who has been confirmed to be infected with the SARS-CoV-2 virus or who is reasonably suspected of being infected (the fact can be confirmed by a positive antigen test, including a self-test) may not comply with the isolation requirements in order to participate in the on-site study process, including in the interest-related and vocationally oriented education programmes (except for vocational continuing education and professional development programmes), if not less than seven days have passed since the infection or confirmation of suspicion of the infection, and at least 24 hours before returning to the on-site study process the person has no signs of illness.

## **7. Organisation of study work**

- 7.1. If a student of a study programme is unable to attend the Republic of Latvia due to restrictions or the student has to observe mandatory anti-epidemic measures, due to which the student

cannot attend classes in person, this shall be considered the basis for granting academic leave or terminating studies without penalty.

- 7.2. The International Admissions Office of the International Department (regarding applicants), the relevant faculty (regarding international students) and the International Department (regarding exchange students) shall inform applicants and students about the requirements for entry into the Republic of Latvia.

## **8. Organisation and control of the flow of students, other learners, employees and visitors**

- 8.1. For students and employees who require a valid interoperable vaccination or recovery certificate to participate in the on-site study process, the existence of these certificates shall be recorded in a database specially developed for this purpose by RSU, the operation of which complies with the requirements of the General Data Protection Regulation and other binding regulatory enactments. The data included in the database are available to RSU academic and other staff to perform RSU functions and create safe environment. The data is retained for as long as external regulations are in force. In cases where academic and other RSU structural units use such data, the compatibility verification shall be carried out by persons delegated by a specific structural unit, ensuring that the indicators of an interoperable certificate are compared with identity documents in order to provide access to the study environment.
- 8.2. The RSU visitor shall apply for a visit to the welcoming RSU student or employee (hereinafter – Welcoming person) in advance; the Welcoming person shall ensure his/ her admission to the building through the front door. If a visitor has entered the building and the responsible (delegated) person suspects that he/ she does not have a Welcoming person, the responsible person or security guard of the building is entitled to detain the visitor and ask verifying questions about the purpose of arrival and the respective Welcoming person. If the visitor cannot explain the reason for his/ her arrival or if the Welcoming person does not arrive to the visitor, the responsible employee or security guard accompanies the visitor to the exit of the building, and the visitor is obliged to leave the building. The Welcoming person evaluates the visitor's state of health, observes the distance and precautionary measures to the extent possible.

## **9. Organisation of placements**

- 9.1. Placements in study programmes shall take place in accordance with Placement Regulations.
- 9.2. RSU students require a valid vaccination or recovery certificate to participate in the placement of the study programme or the acquisition of the practical part outside the RSU premises in the following study courses:
  - a) Faculty of Medicine – Medicine (incl. Paediatrics);
  - b) Faculty of Dentistry – Dentistry, Dental Hygiene;
  - c) Faculty of Public Health and Social Welfare – Nursing, Midwifery, Health Psychology;
  - d) RSU Liepāja Branch – Medical Massage, Physician Assistant;
  - e) Faculty of Rehabilitation – Audiology and Speech Therapy, Occupational Therapy, Physiotherapy, Art Therapy, Orthotics and Prosthetics, Nutrition;
  - f) Faculty of Pharmacy – Clinical Pharmacy.

9.3. When participating in practical trainings, including work-based learning outside RSU premises (in a company, by a merchant, in an association, foundation or other legal and natural persons), RSU employees and students shall observe the requirements set for the respective industry for the provision of services in an epidemiologically safe environment, as well as observe the provisions set by the specific service provider, if the specified duty requires vaccination or recovery certificate.

## **10. Use of common areas**

- 10.1. Procedure for the use of study premises (auditoriums, laboratories):
  - 10.1.1. the start and end times of on-site lectures/ classes in one building shall be planned as much as possible in the way that they do not overlap, and there is a possibility to provide breaks for the maintenance of classrooms;
  - 10.1.2. in addition to hand sanitising points in common areas, a spray disinfectant, tissues and surface disinfectant, as well as instructions of their use and precautionary instructions shall be placed in each lecture room. Students shall be provided with the opportunity to use disinfectant and tissues to prepare their workplace. In addition, a waste sorting box shall be placed only for storing the used tissues. Cleaning persons (of the basic cleaning services) shall disinfect all surfaces as part of their daily cleaning routine. Cleaners on duty in the building shall carry out the disinfection of surfaces by request.
- 10.2. When performing work duties, the staff of the wardrobes shall use personal protective equipment: face masks. Visible/ demonstrative indications, outlining the beginning and direction of the queue for receiving and handing over clothes, observing marking on the floor for a 2 metres distance, shall be created. The staff of the wardrobe shall themselves regularly disinfect the counter and adjacent contact surfaces.
- 10.3. In common areas/ premises of the RSU buildings (incl. common sanitary facilities (facilities), handrails, handles) disinfection of surfaces shall be carried out not less than twice a day within the framework of the basic cleaning programme;
- 10.4. a line marking 2 metres distance shall be visualised on the floor at the entrance door of the large common facilities to the extent possible. In the large facilities, a cleaning inspection sheet shall be placed at the entrance, recording the moment of cleaning – the day, time and signature of the performer;
- 10.5. RSU staff and visitors shall use the nearest facilities of the block, where the work is carried out, e. g. where the lecture or class is held, or a service is received.

## **11. Organisation of catering services**

In RSU buildings, public catering services shall be provided by an external service provider in accordance with the regulatory enactments in the field of Suppression of Consequences of the Spread of COVID-19 Infection; the staff of the external service provider shall have a valid interoperable vaccination or recovery certificate.



## **12. On returning to Latvia after visiting other countries**

- 12.1. The requirements for entry into the territory of Latvia specified in regulatory enactments shall be observed (regularly published on the Internet links: [mfa.gov.lv](http://mfa.gov.lv) and [covid19.gov.lv](http://covid19.gov.lv)).
- 12.2. International students who do not have a general practitioner in the Republic of Latvia shall, in case of signs of illness, contact the National Health Service by informative telephone number 80001234 and implement the received instructions.

## **13. Use of RSU student hostels and RSU Sports Club**

The procedure regulating the use of RSU student hostels and RSU Sports Club is determined by a separate Rector's Decree, which is available on the RSU website.

## **14. Final provisions**

- 14.1. If the Centre for Disease Prevention and Control determines special measures for the containment of the spread of COVID-19 infection, further action shall be determined by a separate Rector's Decree.
- 14.2. Specified regulations regarding the settlement of issues included in the Procedure may be established by Rector's Decrees in accordance with the trends of the epidemiological situation and the regulation of external regulatory enactments in force at a particular moment.
- 14.3. The regulations shall be applied insofar as they are not in contradiction with external laws and regulations.
- 14.4. The RSU Anatomy Museum shall operate in accordance with the requirements of regulatory enactments, which determine the epidemiological safety requirements for cultural sites. In case the study process is organised at the RSU Anatomy Museum, the course of the study process is organised separately from the course of the main activity of the museum, observing the requirements specified in this Procedure regarding the study premises for the study process.
- 14.5. Educational services not related to the implementation of study programmes or other services, the conduct of which is intended at RSU premises in parallel with the implementation of the study process, can be carried out at the RSU premises on site, without applying the requirements set out in this Procedure, providing that the course of the event is organised separately (separate premises) from the process of the implementation of study programmes and the course of such event is timely coordinated with the Director of the Department of Infrastructure. The organiser of such events (head of the structural unit) shall be responsible for ensuring the epidemiological safety requirements imposed in the country during the event.
- 14.6. External service providers shall follow the instructions given by the staff in charge of the Department of Infrastructure to ensure the epidemiological safety of the service. If such requirements are not complied with, the employees of the particular external service providers may be denied access to the RSU premises and the executive body of the particular service provider shall be informed of such non-compliance.
- 14.7. Employees who had a valid recovery certificate as of 31 March 2022 are entitled to perform their work duties until 30 June 2022 even after the expiry of the recovery certificate.
- 14.8. This Procedure shall enter into force on 1 April 2022.

Rector

A. Pētersons

R. Osis, 67409135

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