

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
Paragraphs 4, 8, 40¹³ of Cabinet Regulation No. 360 of 9 June 2020
“Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection”
and Section 36, Paragraph three, Section 54, Clause 6, Section 55, Clause 8 of the Education Law

1. General provisions

- 1.1. Procedure for the implementation of precautionary measures to limit the spread of COVID-19 infection at Rīga Stradiņš University (hereinafter – Procedure) shall determine the 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). A 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 are 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 this Procedure on the RSU website, under the “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, regularly updating current information;
 - 1.4.2. shall insert this 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 advised 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 International Student Department Smuidra Žermanos (e-mail: Smuidra.Zermanos@rsu.lv);
- 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).

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 produced by the Communications Department and transferred for their further placement in RSU buildings and premises in cooperation with the Department of Infrastructure.

3. General distancing rules

- 3.1. RSU shall not set quantitative restrictions on the number of students in auditoriums and restrictions on the area of the room per student, yet following safety regimes shall be applied:
 - 3.1.1. **safe regime (starting from 11 October 2021)**: students, academic and technical staff participate in the implementation of the study programme on-site only in accordance with the laws and regulations imposed in the country and with valid COVID-19 vaccination or recovery certificate;
 - 3.1.2. **semi-safe regime (in a limited transition period until 10 October 2021 in order to obtain vaccination status by this time)**: not only persons with valid vaccination or recovery certificates, but also tested persons, who are able to present corresponding COVID-19 certificate of negative test result obtained within the last 48 hours, may participate in the study process in accordance with the laws and regulations imposed in the country.
- 3.2. Within the semi-safe regime, mouth and nose covers (face masks) must be worn by staff and students who do not have a valid COVID-19 vaccination or recovery certificate, as well as 2 metres distance must be observed, as far as it is possible.
- 3.3. RSU employees who comply with the requirements specified in Sub-paragraph 3.1.1 of the Procedure may not use a face mask at their workplace (office room).
- 3.4. During the semi-safe regime (in the transition period until 10 October 2021), RSU staff and visitors shall use face masks in the RSU common study areas.

3.5. RSU employees may perform their work duties remotely by agreeing in advance with their direct manager and making sure that the quality of work duties is not negatively affected, until further Decree is issued by the Rector.

3.6. Persons (technical staff, external service providers, etc.) who do not comply with the requirements specified in Sub-paragraph 3.1.1 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:

3.6.1. face masks are constantly used indoors;

3.6.2. work surfaces' disinfection and ventilation are performed;

3.6.3. 2 metres distance in communication with other RSU staff or visitors is observed.

3.7. In the RSU buildings, where the implementation of the study process takes place and medical institutions operate concurrently, the requirements specified in this Procedure shall apply to the premises used to ensure the RSU study process.

4. General hygiene rules

4.1 Upon arrival at RSU premises, RSU staff and visitors are obliged to immediately disinfect their hands, by washing them with warm water and soap or by disinfecting them with a special disinfectant.

4.2. Disinfectants shall be located in visible places.

4.3. Premises must 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. According to the provided information, ventilation shall be carried out by the support staff of the structural unit.

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 a respiratory infection disease (runny nose, cough, shortness of breath, fever) or if COVID-19 infection has been confirmed, as well as in cases where a person is required to observe isolation, home quarantine or self-isolation.

5.2. If signs of an acute respiratory infection disease appear during the stay at RSU premises, the person has an obligation to immediately inform his or her direct manager (for employees), lecturer (for students and other learners) or RSU representative – contact person (for visitors) and leave RSU premises. The person shall immediately contact his or her General Practitioner jointly deciding on further medical treatment and inform the direct manager, lecturer or other RSU representative accordingly.

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 respiratory infection 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 a 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 direct management and, if necessary, to 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 detecting 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 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 on-site study process and initiate strict quarantine, by contacting the CDPC and following its instructions regarding further action;

6.1.3. shall ascertain the date when positive COVID-19 analysis were detected, by contacting the person contracted COVID-19;

6.1.4. persons who have been in contact with the sick person during last 2 days prior to having the test confirming the infection and to whom the CDPC has granted status of a contact person must be considered as potential contact persons;

6.1.5. until the recommendations provided by the employees of the CDPS regarding the solution of the situation, the Dean or a person authorised by the Dean has the right to invite potential RSU contact persons to observe self-isolation;

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 establish a common 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 information obtained shall be provided to CDPC expert, in order to facilitate the assessment of the situation and the receipt of CDPC instructions regarding the specific case;
- 6.1.10. shall immediately send an informative e-mail (using the RSU e-mail address system) to all persons mentioned in the list about obtaining the status of a possible contact person and the need to be observe quarantine (except for persons who have an interoperable vaccination or recovery certificate) 14 days after the last contact with the person ill with COVID-19. Quarantine may be stopped earlier, if a negative test result has been received during laboratory diagnosis of COVID-19 not earlier than on the tenth day of quarantine. 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. The sent 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. if the potential contact persons also include lecturers, information about the mentioned fact shall be sent by the relevant structural unit, for example, to the Head of the department, who together with the Dean decides on the adjustments of the study work, according to the actual situation. The Head of the Clinical Department shall, without delay, inform the responsible person of the medical treatment 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 lecturer groups have to observe quarantine, and consider possible changes in the study plan due to employees observing quarantine;
- 6.1.13. shall request from the infected person identifying data and information on social contacts within the last 2 days before testing positive. The information is required for its transfer to the CDPC for further work in connection with the specific case of the disease;
- 6.1.14. the obtained information about the contracted persons and possible contact persons identified by the RSU is 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 contacts changes as a result of the information analysis, e-mails shall be sent to the additionally identified contact persons.
- 6.4. Persons who have an interoperable vaccination or recovery certificate may not observe home quarantine. In such case, the person is obliged to perform COVID-19 test within a week after the contact with the infected person and, if the test is positive, observe self-isolation.

- 6.5. Persons observing quarantine may return to the study process 14 days after the last contact with the infected person, or earlier, if a negative test result is obtained during the laboratory diagnosis of COVID-19 not earlier than on the tenth day of quarantine.
- 6.6. Students and staff are obliged to immediately provide complete information available regarding persons ill with COVID-19 and their potential contact persons.

7. Organisation of study work

- 7.1. The study process, including lectures and classes, is carried out in accordance with the Rector's Decree No. 5-1/434/2021.
- 7.2. If due to restrictions student of a professional study programme is unable to appear in person in the Republic of Latvia or the CDPC has imposed mandatory anti-epidemic measures on the student due to which the student cannot attend classes in person, this shall be the basis for granting academic leave or terminating studies without penalty.
- 7.3. International applicants, students and exchange students:
 - 7.3.1. The International Admissions Office (regarding applicants), International Student Department (regarding students) and International Department (regarding exchange students) shall inform applicants and students about the cases of following obligations:
 - a) to arrive in the Republic of Latvia not less than 10 days before the commencement of studies in person and observe self-isolation, if the person has not been vaccinated, has not contracted COVID-19 or comes from a country with a low risk of infection;
 - b) 48 hours or 72 hours before entering the Republic of Latvia (depending on the means of transport to be used) to perform COVID-19 test and, in accordance with the relevant laws and regulations imposed in the country, present a negative COVID-19 test result, an interoperable vaccination certificate or present another medical document certifying, that the person is not infectious, as well as to electronically complete the statement form on the website covidpass.lv, if the person enters the Republic of Latvia by means of transport that does not perform commercial transport services;
 - c) to present an interoperable certificate of vaccination, recovery or testing;
 - d) other essential conditions related to entry into the Republic of Latvia.
 - 7.3.2. If the applicant or student arrives from a country, which is included in the list of the Centre for Disease Prevention and Control (a country with a high risk of infection), the International Student Department (regarding students) and the International Department (regarding exchange students) shall explain the requirements for self-isolation to the student.
- 7.4. Applicants or students, who arrive or return from abroad or who have been subjected to restrictions as a contact person for a COVID-19 contracted person, or who are themselves infected with COVID-19, shall inform:
 - 7.4.1. the Dean of the faculty (applies to applicants or students who are residents of Latvia);
 - 7.4.2. International Admissions Office (applies to international applicants);
 - 7.4.3. International Student Department (applies to international students);
 - 7.4.4. International Department (applies to Erasmus+ exchange students).

7.4.5. Depending on the circumstances, the Dean of the faculty or the International Admissions Office shall inform the applicant or student about further actions (isolation, home quarantine or self-isolation requirements, remote studies or study breaks), as well as notify the Head of the RSU Student Hostel Department.

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

- 8.1. Students, residents, employees, related service providers and visitors enter RSU buildings through centrally controlled entrances. The entrance door can be opened with an access card – student and employee card, in addition, every person must present an interoperable certificate, when entering the building. The verification is performed by RSU security representative. The verification consists of two steps:
 - 8.1.1. verification of the interoperable certificate, when RSU staff and visitors present a digital image or printout of the interoperable certificate or test result, in which the security guard or the support staff of the structural unit can check the QR code. The QR code is scanned using the **Covid19Verify** application to check the status of the entrant in the database of the Ministry of Health;
 - 8.1.1.1. in case of the status “Valid” (green), the entrant is allowed to enter the RSU building;
 - 8.1.1.2. in case of the status “Not valid” (red), the entrant shall not be allowed to enter the building.
 - 8.1.2. verification of identity documents, when a valid identity document must be presented to the security guard, in order to verify the compatibility of the QR code and the person.
- 8.2. The existence of an interoperable certificate is 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. Data included in the database are available to RSU academic and other staff to perform RSU functions and create a safe environment. In cases where academic and other RSU structural units use such data, the compatibility verification is 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 implement access to the study environment.
- 8.3. Reasonable exceptions for the use of other entrance doors shall be allowed, when, based on the application of the Head of the RSU structural unit to the Director of the Department of Infrastructure, permission is given to a specific delegated person or persons. The delegated person shall be given an opportunity to use other entrance doors for the needs related to the provision of university processes. In the application to the Director of the Department of Infrastructure, the Head of the RSU Structural Unit shall indicate the period of time, that is not longer than the validity of the interoperable certificate of the person to be delegated. The delegated person shall not have the right to let other persons, who have not been verified for the existence and validity of the interoperable certificate, enter the building.
- 8.4. RSU staff are obliged to use and carry an employee card or student card in a visible place. Access to RSU buildings is restricted by an access control system – the door is opened with an employee's or student's card. In the RSU buildings at 16 Dzirčiema iela and 26a

Anņņmuižas bulvāris, Riga, the flow of people entering and leaving the building from the main entrances is separated.

- 8.5. The student flow in the on-site study process in specially equipped and clinic premises, as well as in study laboratories is coordinated by the academic structural unit implementing the study course.
- 8.6. Student Services and IT Service Centre shall organise the flow of its visitors according to prior appointment and ensure the placement of the respective information at the place of provision of the service (consultation).
- 8.7. The RSU visitor applies for a visit in advance to the welcoming RSU student or employee (hereinafter – Welcoming person); the Welcoming person ensures visitor's entrance into the building. 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 verification questions about the purpose of arrival and the respective Welcoming person. If the visitor cannot explain the reason for his or 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, as far as possible.

9. Organisation of placements

Placements in study programmes shall take place in compliance with the Placement Regulations.

10. Use of common areas

- 10.1. In the corridors, RSU staff and employees shall follow the right-hand movement direction.
- 10.2. Information on the procedure for using Library services is available on the Library's website <https://www.rsu.lv/biblioteka> and on the Facebook page: <https://www.facebook.com/RSUbiblioteka/>
- 10.3. Procedure for the use of study premises (auditoriums, laboratories):
 - 10.3.1. the start and end times of on-site lectures / classes in one building are 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 the classrooms;
 - 10.3.2. 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 is placed only for storing 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.
- 10.4. In wardrobes, 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.

- 10.5. In RSU buildings' common areas / premises (incl. common sanitary facilities (bathrooms), handrails, handles) disinfection of surfaces shall be carried out not less than twice a day within the framework of the basic cleaning programme;
- 10.6. as far as possible, a line marking 2 metres distance shall be visualised on the floor at the entrance door of the large common facilities. In the large facilities (toilets), a cleaning inspection sheet shall be placed at the entrance, recording the moment of cleaning – the day, time and signature of the performer;
- 10.7. 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, the public catering service is 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.

12. Use of student hostels

12.1. Current and potential tenants of the student hostel, who have stayed in a high-risk country¹ for the last 10 days (except for persons who have an interoperable vaccination or recovery certificate) and who have stayed in particularly high-risk country² shall ensure self-isolation outside the RSU student hostel for 10 days after leaving the mentioned country. Current and potential tenants of the student hostel, who need to observe self-isolation, shall inform the administration of the student hostel through the following application channels:

12.1.1. student hostel at 5 Dārza iela, Riga – frontdesk@rsu.lv, phone: +371 27824945;

12.1.2. student hostel at 17 Mārupes iela, Riga – agenskalns@rsu.lv, phone: +371 20266521;

12.1.3. student hostels at 3 Hipokrāta iela, Riga – viesnicas@rsu.lv, phone: +371 27835968.

12.2. The use of student hostels' premises may be commenced after the end of the term of self-isolation, if the person does not experience symptoms of infection.

12.3. Other requirements for the use of student hostels are determined by a Rector's Decree, that are available on the RSU website under the section "Student Hostels".

13. Use of the RSU Sports Club

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

¹List of countries published on the website of the The Centre for Disease Prevention and Control (<https://www.spkc.gov.lv/lv>), to which special precautionary and restrictive measures apply.

²List of countries published on the website of The Centre for Disease Prevention and Control (<https://www.spkc.gov.lv/lv>), where such an epidemiological situation has been established (including a particularly high incidence of COVID-19 or rapid spread of variants of SARS-CoV-2 virus dangerous to public health), which may pose a serious risk to public health.

14. On returning to Latvia after visiting other countries

- 14.1.If the student has gone to any of the countries published on the CDPC website (<https://www.spkc.gov.lv/lv/valstu-saslimstibas-raditaji-ar-covid-19-0>), to which special precautionary and restrictive measures are applicable, and intends to return to the Republic of Latvia, the student shall electronically inform the Dean at least 2 working days prior to returning to the Republic of Latvia, indicating the countries in which he or she has been to (incl. transit) and the period of absence.
- 14.2.During the first 10 days since returning to the Republic of Latvia from a high-risk country and particularly high-risk country, the student shall not enter the RSU study and scientific premises, incl. medical institutions, and shall not contact RSU students, employees or other staff related to RSU activities in person, as well as shall observe self-isolation.
- 14.3.Self-isolation must be observed by persons who during the last **10 days have stayed in:**
- 14.3.1. particularly high-risk country;
 - 14.3.2. high-risk country, except for persons with an interoperable vaccination or recovery certificate.
- 14.4. Self-isolation may be stopped if a COVID-19 test detecting SARS-CoV-2 virus RNA is carried out on the seventh day after leaving the country concerned and the test result is negative. The person shall record this fact in the testing certificate.
- 14.5.The person shall observe the conditions laid down in laws and regulations for entering the territory of Latvia and, if necessary, observe the requirements for self-isolation (regularly published on the Internet links: mfa.gov.lv and covid19.gov.lv).
- 14.6.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.

15. Final provisions

- 15.1.If the 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.
- 15.2.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.
- 15.3.Information on safety protocols for special groups, such as persons with contraindications to vaccination, will be provided by the Ministry of Health in September and will be updated accordingly.
- 15.4.The Regulations shall be applied insofar as they are not in contradiction with external laws and regulations.

Rector A. Pētersons

T. Koķe, 67061558
G. Bahs, 67409232
D. Zemešs, 67061559
A. Lielā, 67409186
G. Kurpniece, 67060864
R.Osis, 67409135

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SIGNATURE AND CONTAINS A TIME STAMP