

APPROVED
by Rīga Stradiņš University
Rector's Decree of 17.08.2020
No. 5-1/349/2020

**Procedure for the implementation of precautions
for the containment of the spread of Covid-19 infection at Rīga Stradiņš University**

Issued pursuant to
Paragraph 26.1 of Regulations of the
Cabinet of Ministers No.360 of 28 July 2020 "Epidemiological Safety
Measures for the Containment of the Spread of Covid-19 Infection"

1. General provisions

1.1. The procedures for the implementation of precautions for the containment of the spread of Covid-19 infection at Rīga Stradiņš University (hereinafter referred to as Procedures) prescribe measures and duties of responsible persons in order to contain the spread of Covid-19 infection at Rīga Stradiņš University (hereinafter referred to as RSU).

1.2. The procedures shall be binding on RSU students and other learners (listeners, learners in continuing education and professional improvement programmes), employees and visitors, as well as tenants and guests of student hostels (hereinafter jointly referred to as RSU staff and visitors). A violation of the Procedure shall be considered a material violation of the RSU Internal Rules of Studies, the Working Regulations, the internal rules of student hostel and the terms of the contract entered into between RSU and the persons, respectively.

1.3. The RSU staff and visitors shall be responsible for the protection of their own health and health of those around them and compliance with this Procedure.

1.4. In order to prevent Covid-19 from spreading, the following fundamental principles should be observed:

- 1.4.1. information;
- 1.4.2. distancing;
- 1.4.3. hygiene;
- 1.4.4. person's health monitoring.

1.5. Communication Department:

1.5.1. shall create a section "Covid-19 information" on the RSU website, where this Procedure, information about responsible persons, the use of the mobile app "Apturi Covid" (hereinafter referred to as "Apturi Covid" app) to determine and inform contact persons and other relevant information should be posted, and shall update this information on a regular basis;

1.5.2. shall post this Procedure on the student portal "MyRSU", as well as shall send it to RSU applicants, students and employees to their e-mail addresses.

1.6. It is recommended that RSU personnel download and use the "Apturi Covid" app.

1.7. The persons responsible for the implementation of the requirements specified in the Procedure shall be determined by a rector's decree.

2. General information rules

2.1. General information on the requirements for distancing, hygiene and person's health monitoring shall be provided in the lobbies and every corridor of RSU (at least in one visible location). Special information shall be provided at classrooms, auditoriums, laboratories, common use premises and equipment.

2.2. The information materials shall be prepared and reproduced by the Communication Department and shall be transferred for further displaying at RSU buildings and premises in cooperation with the Department of Infrastructure.

3. General distancing rules

3.1. RSU staff and visitors shall keep a 2 metre distance from each other, where possible, except in the cases specified in this Procedure, in particular with regard to the study process. In the places, in which assembly of people is normally happening or expected, the Department of Infrastructure shall mark the floor indicating the place or area intended for one person with a distance of at least 2 metres (lines on the floor).

3.2. RSU employees, with the exception of academic staff and lecturers, shall, as far as possible, carry out their duties remotely, upon a prior agreement with their immediate superior and making sure that the quality of performance of their job duties is not adversely affected, until the subsequent rector's decree.

3.3. Employees who have increased contact with RSU staff and visitors (hereinafter referred to as visitors) due to the performance of their job duties shall, as far as possible:

3.3.1. advise and serve remotely using IT technologies;

3.3.2. receive visitors by previous appointment preventing assembly;

3.3.3. reduce contact time with the visitor (up to 15 minutes);

3.3.4. keep a 2 metre distance from the visitor;

3.3.5. use face shields or physical protection barriers.

3.4. The head of the structural unit shall assess the need for face shields, protection barriers and floor markings. The Department of Infrastructure shall provide face shields, protection barriers and floor markings at the request of the head of the structural unit.

4. General hygiene rules

4.1. Upon arrival at RSU premises, RSU personnel and visitors must sanitize their hands immediately either by washing them with warm water and soap or using a special sanitizer.

4.2. Sanitizers shall be available in visible locations.

4.3. The rooms should be ventilated at least once every two hours. After a class, which was attended by several people, or during a break, the rooms shall be ventilated for at least 15 minutes. If the room is equipped with an automatic ventilation system, it shall be used.

4.4. The Department of Infrastructure shall ensure the availability of sanitizers at the request of the head of the structural unit.

4.5. The Department of Infrastructure shall provide heads of academic structural units with information on room equipment with an automatic ventilation system and the ventilation mode. Ventilation shall be ensured by the head of the structural unit in accordance with the submitted information.

5. General rules of person's health monitoring

- 5.1. RSU staff and visitors shall arrive at RSU, taking a mouth and nose cover (hereinafter referred to as a face mask) with them. At the request of the responsible RSU employee (lecturer, welcomer, etc.), the person shall wear a face mask.
- 5.2. RSU personnel and visitors shall be prohibited from entering and staying in RSU premises if they experience signs of an acute respiratory infectious disease (running nose, cough, shortness of breath, increased body temperature) or if the Covid-19 infection has been confirmed, or if the person has been requested to stay in self-isolation.
- 5.3. If the signs of an acute respiratory infectious disease begin when at RSU premises, the person shall inform his or her immediate superior (employees), lecturer (students and other learners) or an RSU representative – contact person (visitors) thereof immediately, put on a face mask and leave the RSU premises. The person shall contact his or her family doctor immediately. They should jointly decide on further medical treatment and inform the immediate superior, lecturer or another representative of the RSU accordingly.
- 5.4. Any RSU personnel representative shall inform the person responsible for the person's health monitoring if a person has signs of an acute respiratory infectious disease, but the person cannot prove by a statement issued by a medical treatment institution that he or she has another disease with such symptoms.
- 5.5. The responsible person shall ask for the name and surname of the person referred to in Paragraph 5.4 of the Procedure and shall ask the person to leave the premises, as well as shall notify the director of the relevant department without delay. If the person refuses to leave the RSU premises, the person may be put out by the RSU security service provider.
- 5.6. The following persons shall be responsible for direct monitoring and reporting of the health condition of the person to the director of the department concerned:
 - 5.6.1. at a lecture or class – the academic or technical staff or lecturer present;
 - 5.6.2. in other cases – the head of the structural unit.
- 5.7. The director of the department shall summarise the information received, report to the RSU management as necessary and propose improvements to contain the spread of Covid-19 infection.

6. Organisation of study work

- 6.1. The study process is planned to be remote from 31.08.2020 to 04.10.2020, excluding placement and the exceptions approved by the rector's decree.
- 6.2. During the first week of studies, deans of faculties and heads of study programmes shall determine whether 1st year students have the necessary equipment for a remote learning process.
- 6.3. If the student has not attended 2 classes, the student's lecturer shall contact the student, learn the reasons and report them to the head of the study programme.

- 6.4. From 05.10.2020 the Study Planning Unit in cooperation with the academic structural unit shall organise lectures and classes using a combined approach – remotely and in person. The head of each study programme shall determine the proportions and the schedule of implementation of regular studies and remote studies, and shall ensure that students of the study programme are informed.
- 6.5. Regular studies shall only take place in groups. The organiser of studies within an academic structural unit or the head of the study course shall coordinate the schedule of lectures and regular classes with the Study Planning Unit (sppn@rsu.lv):
- 6.5.1. in the academic year 2020/2021, elective (Part C) study courses are transferred from the autumn semester to the spring semester;
- 6.5.2. the Study Planning Unit shall determine whether an auditorium meeting the epidemiological conditions of the moment is available at the specified dates and times;
- 6.5.3. the organisation of regular lectures and classes in specially equipped and clinical facilities, training labs shall be coordinated by the academic structural unit implementing the study course;
- 6.5.4. students shall receive information on the type of implementation of a lecture and class (remotely or in a regular way) in a personalised timetable of lectures and classes no later than 5 working days in advance.
- 6.6. If, due to restrictions, a student may not be present in the Republic of Latvia or mandatory counter-epidemic measures were imposed on the student by the Centre for Disease Prevention and Control, due to which the student cannot attend classes in person, it shall be the basis for granting an academic leave or for interrupting studies without penalty sanctions.
- 6.7. International applicants and students:
- 6.7.1. the International Admissions Office (with regard to applicants) and the International Student Department (with regard to students) shall inform applicants and students about the obligation to come to the Republic of Latvia not less than 14 days before the commencement of regular studies and observe self-isolation;
- 6.7.2. the International Admissions Office and the International Student Department shall collect information regarding the time of arrival and residence address of international students in Latvia. The collected information shall be sent to the head of the Student Accommodation Unit of RSU and, upon request, to the dean;
- 6.7.3. if an 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 shall explain self-isolation requirements to the student.

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

- 7.1. RSU staff is required to use and carry their employee card or student card in a visible place. Access to RSU buildings is limited by an access control system – doors open by an employee or student card. The flows of people who are coming and leaving are separated

in buildings at Dzirciema iela 16 and Anniņmuižas bulvāris 26a, Riga, in the main entrance nodes.

- 7.2. Flows of students during regular studies in specially equipped and clinical facilities, as well as training labs shall be coordinated by the academic structural unit implementing the study course.
- 7.3. The Student Services and the IT Service Centre shall organise its visitor flow by the previous appointment and shall ensure that the information is placed at the location where the service (consultation) is provided.
- 7.4. A visitor shall apply for a visit to RSU to the waiting RSU student or employee (hereinafter referred to as the Welcomer), and the Welcomer shall ensure his or her entrance in the building through the front door. If a visitor has entered the building and a responsible (delegated) person suspects that he or she does not have a Welcomer, the responsible person or the building security officer is entitled to detain the visitor and to ask verification questions regarding the purpose of arrival and the Welcomer. If the visitor cannot explain the reason for his or her arrival or the Welcomer does not come to the visitor, the responsible employee or security representative shall accompany the visitor to the exit of the building and the visitor shall be obliged to leave the building. The Welcomer shall, as far as possible, verify the health condition of the Visitor, keep the distance and take precautions.
- 7.5. RSU shall ensure that, with the exception of the study process, no more than 50% of the total number of people that can be present at the premises according to the area and infrastructure of the event (e.g., conference) room.
- 7.6. Not less than 4 square metres shall be provided for one participant or recipient of an economic service (not relevant to the study process) in the room.
- 7.7. Residents of Latvia, who are applicants or students, who are returning from foreign countries or who have been restricted as contact persons of a Covid-19 patient, or who are themselves infected with Covid-19, shall inform the dean of the faculty thereof. Depending on the circumstances, the dean of the faculty shall inform the applicant or the student of further actions (self-isolation requirements, remote studies or academic leave), as well as inform the applicant or the head of the Student Accommodation Unit of students thereof.

8. Organisation of placement

- 8.1. Placement in study programmes shall take place in accordance with placement regulations.

9. Use of common use premises

- 9.1. In hallways, flows of RSU staff and employees shall follow the right-hand traffic principle.
- 9.2. Information on the procedure of the use of Library services is available on the website of the Library <https://www.rsu.lv/biblioteka> and on the *Facebook* page: <https://www.facebook.com/RSUbiblioteka/>.
- 9.3. Procedure for the use of classrooms (auditoriums, laboratories):
 - 9.3.1. start and end times of regular lectures/classes in one building are planned so as to ensure that they do not coincide and that breaks for cleaning of classrooms are provided;

- 9.3.2. in addition to points with hand sanitizers in common use premises, a spray disinfectant and napkins with disinfectant for surfaces with instructions for use and precautions shall be provided in each classroom. Students shall be given the opportunity to use the sanitizer and the napkins to prepare their workplace. In addition, a waste sorting box for used napkins only shall be installed. Cleaners doing main cleaning shall disinfect all surfaces as part of daily cleaning. Cleaners on duty in the building shall disinfect surfaces upon request.
- 9.4. In cloakrooms with service personnel, cloakroom attendants shall use personal protective equipment: face shields and fabric gloves. Visible indications shall show the start and the direction of receiving and issuing queue, following markings on the floor for a 2 metre distance. The cloakroom attendant shall perform regular disinfection of the counter and adjacent contact surfaces.
- 9.5. In RSU buildings in common use areas/premises (including public sanitary units (amenities), railings, handles in RSU buildings in common use areas/premises), surface disinfection shall be carried out at least twice a day within the framework of the main cleaning programme:
- 9.5.1. as far as possible, a queue line with 2 metre distance markings shall be visualised at the entrance door of the large public amenities with visible indications on the floor. A cleaning round sheet shall be placed in the premises of large amenities at the entrance recording the time of cleaning – day, time and signature of the performer;
- 9.5.2. RSU staff and visitors shall use the closest amenities in the building, where the work is carried out, a lecture or a class takes place or a service is received, as appropriate.

10. Organisation of catering

- 10.1. In RSU buildings at Dzirciema iela 16 and Anniņmuižas bulvāris 26a, Riga, a public catering service is provided by an outsourcing provider. The service provider shall delegate, by its decree, a person responsible for the introduction of epidemiological safety measures in the catering area, informing the director of the RSU Department of Infrastructure.
- 10.2. In places where assembly is possible, the Service Provider shall provide the information material and shall mark the beginning of a line on the floor and 2 m distances. The service provider shall control compliance.
- 10.3. In addition to paragraph 9.5 of the Procedure, once a day, the RSU Department of Infrastructure shall ensure that surfaces are disinfected within the framework of the basic cleaning of the catering room,
- 10.4. In the catering halls, an RSU cleaner on duty shall carry out disinfection works constantly and in accordance with Paragraph 20 of the Cabinet Regulations No. 360.

11. Use of student hostels

- 11.1. Potential tenants of the student hostel, who return or arrive in Latvia from foreign countries, which are included in the list of countries with increased incidence compiled by the Centre for Disease Prevention and Control, shall stay in self-isolation for 14 days outside RSU student hostels and shall inform the hostel administration thereof using

application channels – frontdesk@rsu.lv, tel. +371 27824945. Hostel premises can be used after the end of the self-isolation period, if the person does not show any symptoms of the infection.

11.2. Other requirements to the use of dormitories shall be set by rector's decree, and are available on the RSU website in the "Student Hostels" section.

12. Use of the RSU Sports Club

12.1. The Procedure regulating the use of the RSU Sports Club shall be established by a separate decree of the rector of the Rīga Stradiņš University, which is available on the RSU website.

13. Final provisions

13.1. If the Centre for Disease Prevention and Control sets special measures for containing the spread of Covid-19 infection, further action shall be established by a separate rector's decree.

13.2. The rules shall apply to the extent they are not contrary to external regulatory enactments.

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