

## **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 the Cabinet of Ministers Regulations No. 360 of 9 June 2020  
“Epidemiological Safety Measures for the Containment of the Spread of Covid-19 Infection”  
and the Cabinet of Ministers Regulations No. 655 of 6 November 2020  
“Regarding Declaration of the Emergency Situation”

### **1. General provisions**

- 1.1. The procedure for the implementation of precautions for the containment of the spread of Covid-19 infection at Rīga Stradiņš University (hereinafter referred to as the Procedure) prescribes 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 Procedure 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 Halls of Residence (hereinafter jointly referred to as RSU staff and visitors). A violation of the Procedure shall be considered a material violation of RSU Internal Rules and Regulations for Studies, the Working Procedure Regulations, Internal Rules and Regulations at RSU Halls of Residence and the terms of the contract entered into between RSU and the persons, respectively.
- 1.3. 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 post this Procedure, information about responsible persons, the use of the mobile application “Apturi Covid” (hereinafter referred to as “Apturi Covid” app) to determine and inform contact persons and other relevant information on RSU website under the section “Covid-19 information”, 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 staff 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 distancing, obligation to use face masks or face shields and to use them correctly and the requirements for 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 placed near classrooms, auditoriums, laboratories, common areas and facilities.
- 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 2 metres apart from others, where possible, except in the cases specified in this Procedure, in particular with regard to the study process. In the places, in which gathering 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. In RSU premises, RSU staff and visitors shall use a face mask or face shield if the face mask cannot be used due to health problems. A RSU employee is allowed not to use a face mask or face shield at a time when they stay alone at their workplace (office). RSU employees 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 prior appointment preventing gathering;
  - 3.3.3. reduce contact time with the visitor (up to 15 minutes);
  - 3.3.4. keep a distance of 2 metres apart from the visitor;
  - 3.3.5. use a face mask, face shield or physical protection barriers.
- 3.4. The head of the structural unit shall assess the need for face masks, face shields, protection barriers and floor markings. The Department of Infrastructure shall provide face masks, face shields, protection barriers and floor markings at the request of the Head of the structural unit.
- 3.5. Representatives of RSU staff and employees of RSU security service provider may reprimand and request compliance with the requirements set out in Paragraphs 3.1 and 3.2. Representatives of RSU staff and employees of RSU security service provider shall not allow persons to RSU premises unless the requirement set out in the Paragraph 3.2 is complied with.

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

- 4.1. Upon arrival at RSU premises, RSU staff 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 for monitoring a person's health**

- 5.1. RSU staff and visitors shall arrive and stay in RSU premises using a face mask or face shield.
- 5.2. RSU staff and visitors shall be prohibited from entering and staying in RSU premises if they experience signs of an acute respiratory infectious disease (runny nose, cough, shortness of breath, fever) or if the Covid-19 infection has been confirmed, as well as in cases where a person is required to isolate, quarantine or self-isolate.
- 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 a representative of RSU – a contact person (visitors) thereof immediately, and leave 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 RSU accordingly.
- 5.4. Any representative of RSU staff shall inform the person responsible for the monitoring of the person's health 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. If the person refuses to leave RSU premises, the person may be turned out by the RSU security service provider. The responsible person shall immediately notify:
  - 5.5.1. Dace Jasmane, Director of the Human Resources Department (e-mail: [Dace.Jasmane@rsu.lv](mailto:Dace.Jasmane@rsu.lv), telephone: 67409181) - regarding employees;
  - 5.5.2. Agnese Lielā, the Head of Student Information Maintenance and Development Unit (e-mail: [Agnese.Liela@rsu.lv](mailto:Agnese.Liela@rsu.lv), telephone: 67409186) - regarding students, doctoral students and residency students.
- 5.6. The following persons shall be responsible for direct monitoring and reporting on the health condition of the person to the person specified in Paragraphs 5.5.1 or 5.5.2 of the Procedure:
  - 5.6.1. at a lecture or class - the academic or technical staff or a lecturer present;
  - 5.6.2. in other cases - the Head of the structural unit.
- 5.7. The persons specified in Paragraphs 5.5.1 and 5.5.2 of the Procedure shall summarise the information received, report to the management of RSU as necessary and propose improvements to contain the spread of Covid-19 infection.

## **6. Organisation of study work**

- 6.1. The study process, including lectures and classes, shall be conducted in accordance with the Rector's decree.

- 6.2. During the first week of studies, Deans of Faculties and Heads of study programmes shall clarify if the 1st year students have the necessary equipment for a remote learning process.
- 6.3. If, due to restrictions, a student of professional study programmes 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.
- 6.4. International applicants, students and exchange students:
  - 6.4.1. the International Admissions Office (with regard to applicants), the International Student Department (with regard to students) and the International Department (with regard to exchange students) shall inform applicants and students about the obligation to come to the Republic of Latvia not less than 10 days before the commencement of on-site studies and observe self-isolation, the obligation to undergo a Covid-19 test 72 hours before entering the Republic of Latvia and present a negative Covid-19 test result or present another medical document certifying that the person is not infectious, as well as the obligation to fill in the statement form electronically on the website covidpass.lv if the person enters the Republic of Latvia by a vehicle which is not commercial transport;
  - 6.4.2. 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 (with regard to students) and the International Department (with regard to exchange students) 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 shall be limited by an access control system – doors open by an employee or student card. The flows of people who are coming and leaving shall be separated in buildings at 16 Dzirciema iela and 26a Anniņmuižas bulvāris, Riga.
- 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 prior 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 student or employee meeting visitors (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. Applicants or students who arrive or return from abroad or who are restricted as a contact person of a Covid-19 patient, or who themselves are infected with Covid-19, shall inform:
  - 7.5.1. the Dean of the Faculty (applies to applicants or students who are residents of Latvia);
  - 7.5.2. International Admissions Office (applies to international applicants);
  - 7.5.3. International Student Department (applies to international students);
  - 7.5.4. International Department (applies to Erasmus+ exchange students).
- 7.6. Depending on the circumstances, the Dean of the Faculty or the International Admissions Office shall inform the applicant or the student specified in Paragraph 7.5 of the Procedure on further action (isolation, home quarantine or self-isolation requirements, remote studies or suspension of studies), as well as inform the Head of the Student Accommodation Unit about this applicant or student.

## **8. Organisation of placement**

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

## **9. Use of common use premises**

- 9.1. In passages, 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 <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 on-site 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 masks, 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 common use areas/premises of RSU buildings (including public sanitary units (amenities), railings, handles), 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, a public catering service is provided by an outsourcing provider in accordance with the regulatory enactments related to the management of consequences of the spread of Covid-19 infection.

## **11. Use of Halls of Residence**

- 11.1. Potential tenants of the Hall of Residence, 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 10 days outside RSU Halls of Residence and shall inform the administration of the Hall thereof using application channels - [frontdesk@rsu.lv](mailto:frontdesk@rsu.lv), telephone: +371 27824945 Premises of the Hall 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 Halls shall be set by the Rector's decree, and shall be available on RSU website in the "Student Accommodation" section.

## **12. Use of RSU Sports Club**

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

Rector

A. Pētersons

T. Koķe, 67061558  
G. Bahs, 67409232  
D. Zemešs, 67061559  
A. Lielā, 67409186  
I. Bolgzda, 67409246  
L. Jirjena, 67060864  
S. Kalnmales, 67409226  
M. Ginters, 67409094

THIS DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE ELECTRONIC  
SIGNATURE AND CONTAINS A TIME STAMP