



# LIEPAJA UNIVERSITY

## APPROVED

with the order No.43-v by LiepU  
rector's substitute, 30.08.2021.

## SAFETY PROTOCOL OF LIEPAJA UNIVERSITY DURING COVID-19 PANDEMIC

Liepaja

### I. General provisions

1. Liepaja University (hereinafter – LiepU) wants to provide its students and employees with a safe working and training environment during the Covid-19 pandemic. This protocol sets out a set of measures and actions to limit the spread of Covid-19.
2. LiepU Safety Protocol supplements or clarifies the establishment of the national requirements for limiting Covid-19 infection in LiepU. In cases where the requirements laid down in the Protocol, for some reason, provide less security than those laid down in the State, national requirements should be applied.
3. The information referred to in the Protocol may be changed depending on the overall situation in the country and the changes in the normative acts.
4. Limiting the covid-19 pandemic can only happen thanks to responsible action by the public and every individual based on the seriousness of Covid-19 infection, the knowledge and behaviour of each individual to limit infection, follow their health status and the need to act responsibly on the symptoms of morbidity.
5. Everyone has the personal responsibility to respect social distancing, to regularly wash and disinfect their hands, to follow their state of health, to follow the labelling of coughing/sneezing, to use the safe disposal of handkerchiefs, to avoid touching their faces, and to respect other persons.
6. From 6 September 2021 LiepU study process is organised on-site and shall be open to participation to persons with a valid Covid-19 interoperable certificate on vaccination or diseasement. During the transitional period until 10 October 2021, persons with Covid-19 negative test results performed during the last 48 hours (the test must be paid from their own funds) may also participate in the study process.
7. It is prohibited to visit persons with any of the symptoms of Covid-19 disease, such as high temperature (fever), sore throat, neck pain, dry cough, severe headache, fatigue, shortness of breath (potential chest tightness), muscle pain, diarrhoea, nausea and runny.
8. It is recommended for LiepU employees and students to use the application “Stop Covid” (“*Apturi Covid*”).

### II. Physical distancing

9. Despite the relief to Covid-19 vaccinated persons with regard to distancing, the two-metre physical distancing, wherever possible, is recommended.
10. Before and after lectures, as well as during lecture breaks, assembly must be avoided in the corridors.
11. Hand shaking or other physical contact is not recommended.
12. Staying inside LiepU without need is not desirable.

### **III. Use of mouth and nose covers**

13. The use of mouth and nose covers in LiepU public indoor spaces is mandatory in corridors, toilets and staircases.
14. In working rooms the cover of the mouth and nose may not be used.
15. During the transitional period until 10 October the cover of the mouth and nose in audiences should be used for persons who do not have a valid Covid-19 certificate for vaccination or diseasement.

### **IV. Action in case of a positive or potential Covid-19 illness**

16. If an employee or student shows symptoms of Covid-19 at LiepU, he shall immediately inform LiepU work safety specialist, closely observe the distance and avoid close contact with others until he leaves the workplace, wear a face mask, go home, contact his family doctor, and follow his instructions, including making testing to Covid 19.
17. If a sick employee or a student with symptoms that are specific to Covid-19 needs help, the person who comes into contact with the sick person also uses a face mask.
18. If an employee or student with Covid-19 symptoms cannot leave the workplace immediately, he should be isolated (distinguished from other colleagues) by placing in a separate, well-ventilated room until he can leave the workplace (institution, company). It is desirable that the sick person uses a separate toilet. After use of the isolation room and toilet, the premises shall be well ventilated, cleaned and surfaces and objects disinfected which could be touched or used by the sick employee, discarded used napkins and other waste.
19. If one of the symptoms of Covid-19 illness is present at the place of residence, the employee or student must contact the family doctor for further action without leaving the place of his/her residence, but while being at high temperatures, severe cough and difficulty breathing, call 113 immediately.
20. The positive result of the Covid-19 test should be informed as soon as possible by calling +371 25749388 or sending an email to [covidinfo@liepu.lv](mailto:covidinfo@liepu.lv).
21. Upon an employee receives information on the case of Covid-19 (from an employee himself or a DPCC epidemiologist), an additional restriction measures for the containment of the spread of Covid-19 shall be organised without delay by LiepU work safety specialist:
  - 21.1. evaluating the actual situation (conditions in the working environment, duties of the sick person, contacts with other employees, including employees of other departments, etc.), identify contact persons who comply with the following criteria:
    - 21.1.1. has had personal contact with the person infected with Covid-19 not later than two metres away and for more than 15 minutes;
    - 21.1.2. has had physical contact with the person infected with Covid-19 (for example, a hand shaking, a hug);
    - 21.1.3. has had unprotected direct contact with the infected person of Covid-19;
    - 21.1.4. discharge (for example, coughed);
    - 21.1.5. who has stayed in a closed environment (for example, a working room, a sharing or meeting room, a waiting room, etc.) together with the person infected with Covid-19 for more than 15 minutes;
  - 21.2. in cooperation with DPCC epidemiologist shall specify the range of contacts, prepare and send a list of contacts to the SPKC (Disease Prevention and Control Center) epidemiologist, indicating their names, surnames, personal codes, telephone numbers and the last day of contact;

- 21.3. inform employees regarding the recommendations of DPCC epidemiologist and organise their establishment in LiepU.

### **V. Entry in buildings of Liepaja University**

22. Inside of LiepU buildings on Lielā street 14 and Kūrmāja prospectus 13 from 6th September 2021 during on-site study process – on working days and Saturdays from 8:00 until 20:00 only persons with a valid Covid-19 interoperable certificate on vaccination or diseasement may be present, but also with Covid-19 certificate of negative test result performed over the past 48 hours.
23. In LiepU buildings where the study process has not been held - Kuršu Street 20, Kr. Valdemāra Street 4 and Baseina Street 9, general national epidemiological restrictions should be observed.
24. Leaseholders of LiepU premise shall comply with LiepU requirements regarding the need for an interoperable certificate for all persons indoors.
25. The performance of cleaning or other technical activities involving persons without the involvement of a Covid-19 interoperable certificate on vaccination or diseasement may be carried out after the study process time.
26. Certificates or tests, as well as personal identification documents, are checked at the entrance of the buildings.
27. The entry and exit of persons into buildings only takes place through the central building entrances, other building entrances are used only as emergency exits or for the reception of freight. When accepting the freight, it is the responsibility of the freight receiver not to let in the persons who do not have a valid Covid-19 interoperable certificate on vaccination or diseasement.
28. Persons who do not have a valid Covid-19 interoperable certificate on vaccination or diseasement shall not be provided with an electronic access key for the premises of MpLab in Kūrmājas Prospectus 13.
29. Correspondence and documents shall be submitted and received by an administrator (key person) on Lielā Street 14 or shall be left in correspondence boxes placed at the administrator.

### **VI. Organisation of the study process (including lifelong learning courses)**

30. The study process in LiepU takes place on site.
31. Only students with a valid Covid-19 interoperable certificate on vaccination or diseasement (or until 10 October 2021 with a negative test) and a personal identification document may participate in the on-site study process from 6 September.
32. For on-site learning and testing shall be performed the present student registration in the list.
33. Evaluating the specifics of the specific study programme, the dean is entitled to take a reasoned decision regarding the full or partial process of the course or module parts of the study programme remotely, ensuring that the quality of the studies is not reduced.
34. Students who do not have a valid Covid-19 interoperable certificate on vaccination or diseasement when evaluating the situation are given the opportunity to participate remotely in the study process in the audience.
35. For teachers who do not have a valid Covid-19 interoperable certificate on vaccination or diseasement (or until 10 October 2021 a negative test), the study process shall be organised remotely. During remote lectures, students in LiepU buildings are given the opportunity to participate in a remotely conducted lecture, in the audience room listed in the lectures' list. The teacher's responsibility is to ensure the quality of the remote study process, including the conduct of the remote lecture in the designated audience room (audience shutdown, switching on the necessary equipment before the lecture and

- shutting down the equipment, closing the audience after the lecture). The dean, together with the directors of the study programmes and the teachers concerned, shall evaluate the possibility of conducting the relevant lectures remotely, ensuring that the quality of the studies is not reduced. In cases of problems with the quality assurance of studies, the possibilities for replacing the teacher of the specified study course shall be examined.
36. Online lessons are organized in the *Microsoft Teams* environment at the time specified in the lectures' list whilst fixing the attendance.

## **VII. Organizing the working process**

37. The working process in LiepU takes place on site.
38. Only employees with a valid Covid-19 interoperable certificate on vaccination or diseasement (or by 10 October 2021 with a negative test) may participate in on-site work during the study process.
39. Heads of departments in cooperation with the Head of the Staff and Document Management Department and the specific staff, shall assess the possibility of a LiepU employee who does not have a valid Covid-19 collaborative certificate on vaccination or diseasement (or a negative test by 10 October 2021), to perform his or her duties remotely, by adapting the transfer to another position, outside the period of study process accordingly adjusting to the work duties, amount of work, working hours or setting the employee to be idle/suspended from carrying out his or her duties.

## **VIII. Komandējumi**

40. Business trips, work trips or other mobility events related to person travelling are organised according to the following principles:
- 41.1. strictly observing the epidemiological safety measures specified in Latvia and requirements related to them;
  - 41.2. enhanced evaluating whether it is not possible to achieve the results related to the purpose of the trip in a different way;
  - 41.3. inviting the involved persons to vaccinate against Covid-19.
41. When LiepU staff is travelling abroad, additionally to subject to the following conditions:
- 42.1. by examining the epidemiological situation of the specific country of destination and transit countries and the recommendations of the Ministry of Foreign Affairs or Disease Prevention and Control Center and observing them;
  - 42.2. strictly observing the epidemiological safety measures specified in the country of destination and transit country and the requirements related to them;
  - 42.3. observing the epidemiological safety measures and requirements of the education institution or other institutions to which it is intended to go;
  - 42.4. making travel insurance, which also covers potential costs, which may arise for the person regarding the COVID-19 infection.
42. where a person to be commanded in the destination or transit country is subject to a different approach between the vaccinated and/or persons who have come through Covid-19 and the rest of the society (for example, self-isolation, testing, etc.) and as a result of this different approach increases the travel expenses or, due to a different approach, it is not possible to fully carry out the tasks of the business trip, in these business trips shall only be sent LiepU staff who hold a valid Covid-19 certificate recognised in that country during the period of the trip.
43. if LiepU staff, when returning to Latvia from a work trip abroad, has to observe the self-isolation, which is specified only for persons who have not been vaccinated and/or come through Covid-19, the staff shall perform their work duties remotely or to take annual vacation.

## **IX. Cleaning and ventilating of rooms**

44. All surfaces frequently touched by humans, such as door handles, wall and window surfaces, surfaces in toilets and bathrooms, phones, tablets, keyboards, must be carefully cleaned and disinfected. The recommended tools and methods by DPCC for cleaning and disinfecting surfaces must be used.
45. In all rooms where persons are staying, regular and intensive ventilation shall be ensured, ensuring the full opening of windows and, as far as possible, the opening of doors. The maximum length of time allowed for the ventilation is the time planned for the break or the ventilation must be done as much as 15 minutes once every two hours (if the weather permits such duration).

## **X. Admission of foreign students or teachers**

46. When hosting foreign teachers, guests or students, LiepU persons responsible closely follow the epidemiological restrictions imposed in Latvia regarding arrivals and compliance with them.
47. In LiepU on-site shall be accepted only guest lecturers who have concluded a vaccination course and may show an appropriate certificate. The verification of certificates shall take place prior to the arrival of the person concerned and shall be carried out by LiepU person responsible for the activity.
48. The responsible LiepU person has been informed about the place of self-isolation of a foreign student in Latvia.

## **XI. Library's work**

49. LiepU library's services on-site shall only be performed for persons with a valid Covid-19 interoperable certificate on vaccination or diseasement (or by 10 October 2021 with a negative test), ensuring not less than 25 m<sup>2</sup> of publicly available space for one person.
50. The issue of books at LiepU from a library subscription is only permitted by prior reservation BIS "Alice" or by telephone, when a reservation is received without contact.
51. The transfer of books shall only be permitted by means of a book-drop box in the lobby where they will be quarantined for at least an overnight, in accordance with the working time of the LiepU buildings and the epidemiological safety measures for the containment spread of Covid-19.

## **XII. Other processes**

52. Other events (sport trainings/classes, choir, dance collective rehearsals/classes, cultural events (exhibitions, etc.), further training classes, etc.) at LiepU are organised in accordance with the requirements of regulation Nr.360 of the CM and following the requirements of LiepU regarding the presence of Covid-19 vaccination or diseasement certificates for participants of the events.
53. When organising on-site events or other type of conduct, the organiser shall provide a list of the participant registration.