



# LIEPAJA UNIVERSITY

APPROVED  
by the order of the Rector's substitute  
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## **Procedures of epidemiological safety measures for the containment of the spread of Covid-19 infection in Liepaja University**

Issued according to the Cabinet Regulation No 360 of 9th June 2020  
“Epidemiological Safety Measures for the Containment  
of the Spread of COVID-19 Infection”

### **I. General provisions**

1. Procedures of epidemiological safety measures for the containment of the spread of Covid-19 infection in Liepaja University (hereinafter – Procedures) defines the procedures by which the safety measures shall be organized for limiting the spread of Covid-19 infection in Liepaja University (hereinafter – LiepU).
2. The Procedures supplements the existing LiepU regulation of internal and working order and are binding to all LiepU staff (academic staff, general staff and students) and LiepU visitors.
3. Successful containment of the spread of infection is based on everyone's responsibility for their own health and the health of bystanders, conscientious behaviour by taking into account these Procedures and other national restrictions imposed, and accurate fulfilment of their own duties.
4. The Procedures:
  - 4.1. ensure the observance and implementation of the national safety measures imposed in LiepU;
  - 4.2. define the action, responsibility and duties of LiepU staff;
  - 4.3. ensure the traceability of infection cases in LiepU.
5. The Procedures are applicable in all buildings or its parts (hereinafter – LiepU buildings) owned by LiepU, where LiepU activities are administered, the study, scientific or supportive process is being implemented.
6. “Tiamo group” Ltd and other tenants (providers of premises, coffee, other food vending machines, etc.) shall ensure and comply with all epidemiological safety measures specified in regulatory enactments, which refer to the form of commercial activity of the enterprise and these Procedures.
7. A responsible person is assigned in LiepU – a labour protection specialist (hereinafter - Responsible person), whose work duties shall include coordination, counselling and monitoring of the establishment of the requirements imposed and these Procedures.
8. In case one of the clauses of these Procedures is contrary to other internal or external regulatory enactment, should be taken such an action that ensures the best containment of the spread of infection.
9. If the epidemiological situation changes, the Procedures may be revised and the restrictions laid down therein may be changed.

10. Persons, who violate the restrictions on isolation, quarantine and gathering laid down in regulatory enactments may be held liable under administrative responsibility, but in case of failure complying with these Procedures, it may be decided to terminate the employment relations, studies or rental agreements with particular persons.

## **II. LiepU staff action for the containment of the spread of infection**

11. LiepU staff:
  - 11.1. must not stay in LiepU buildings with an increased body temperature, signs of acute respiratory infectious disease or at specified self-isolation, house quarantine or isolation;
  - 11.2. if a Covid-19 infection has been determined, informs LiepU Department of Staff and Document Management (general and academic staff) or decanate (students) by phone, who shall inform the Responsible person;
  - 11.3. shall regularly wash hands with water and soap; if this is not possible, perform hand disinfection with appropriate means;
  - 11.4. shall minimise the transfer of system and work equipment, including the transfer of stationery, from one person to another;
  - 11.5. shall use the lift, if there is no other way of reaching another floor;
  - 11.6. shall not stay in LiepU buildings without a special need;
  - 11.7. shall not exceed the maximum number of persons specified in the room;
  - 11.8. when entering and staying at LiepU premises shall ensure possibilities of identifying his or her person by presenting a valid employee or student card upon request;
  - 11.9. when entering LiepU, takes the mouth and nose cover (hereinafter - face mask) and, wears it in case of feeling worse or at the request of the Responsible person.
12. If during work or study duties a person has signs of acute respiratory infectious disease (fever, cough, lack of breath) or an increased body temperature, he/she is obliged to:
  - 12.1. suspend the performance of work or study duties;
  - 12.2. put on a face mask;
  - 12.3. go home or to a dormitory depending on the place of residence;
  - 12.4. immediately inform LiepU in accordance with Clause 11.2. of the Procedures;
  - 12.5. contact a family doctor to agree on future treatment regime.The person may return to LiepU only according to the doctor's instructions.
13. If serious health disorders have been detected in LiepU, the Emergency medical assistance shall be called.
14. If two or more persons have been identified with signs of acute respiratory infection in LiepU and there is a suspicion of a group disease, LiepU shall perform active cooperation with Disease Prevention and Control Centre (hereinafter – CDPC), ensuring information to an epidemiologist by telephone (63424595) and acting in accordance with recommendations of CDPC. If necessary, LiepU staff and visitors use face masks.
15. Upon receipt of the instructions of CDPC, the rector shall inform the Ministry of Education and Science (e-mail: [pasts@izm.gov.lv](mailto:pasts@izm.gov.lv)) and the staff regarding the fact of infection, while the Ministry of Education and Science shall inform the State Education Quality Service (e-mail: [ikvd@ikvd.gov.lv](mailto:ikvd@ikvd.gov.lv)) regarding the fact that LiepU is quarantined.

## **III. Responsible person for the compliance of the epidemiological safety measures**

16. The Responsible person in matters of compliance with epidemiological safety measures shall be subjected to the Director of LiepU Development.
17. Duties, responsibilities and rights of the Responsible person:

- 17.1. to give recommendations to the Director of Development regarding the compliance of epidemiological safety measures in LiepU;
- 17.2. to regularly check compliance with the conditions of the Procedures;
- 17.3. when identifying offences of the conditions of the Procedures, to prevent them or to inform Director of Development or rector;
- 17.4. when implementating the requirements of the Procedures to request the fulfilment of the tasks specified from the Heads of LiepU departments or tenant representatives of LiepU premises;
- 17.5. to consult with representatives of CDPC or Liepaja municipality upon the necessity;
- 17.6. to summarize the necessary statistics regarding the epidemiological situation in LiepU;
- 17.7. to provide information requested by CDPC or other state or municipality institutions;
- 17.8. to follow the epidemiological situation in the country and in Liepaja, constantly assess the compliance of the Procedures to the situation, encourage corrections or supplements, if necessary.

#### **IV. Procedures for information of LiepU staff**

18. The following notifications are visibly displayed in LiepU places:
  - 18.1. warnings at the entrances in the buildings that persons with an increased body temperature, determined self-isolation, house quarantine or isolation, or who have signs of respiratory infectious disease must not be present in LiepU premises;
  - 18.2. clearly legible indications - to observe a 2 meter distance from other persons;
  - 18.3. at the washbasins - conditions for proper hand hygiene;
  - 18.4. at the entrance of the lift - information regarding the use of the lift only at times when it is physically impossible to reach other floors otherwise;
  - 18.5. in places where crowding of persons is possible - an appropriate marking on the floor for easier detection of a 2 meter distance;
  - 18.6. information in Latvian and English regarding the maximum number of persons at each audience and entrance in the room where a large flow of people (for example - decanate, library, accounting) is expected.
19. Primary channel for informing LiepU staff:
  - 19.1. for academic and general staff: e-mails made by LiepU (vards.uzvards@liepu.lv);
  - 19.2. for students - the system LAIS through which the e-mail is sent to a student's private e-mail;
  - 19.3. LiepU staff and students shall check the e-mails referred to in 19.1. and 19.2. and shall get acquainted with information contained therein at least once per working/study day.
20. Information on epidemiological safety measures shall be provided by LiepU Public Relations Department on LiepU website (www.liepu.lv).
21. The information may be placed on Facebook account of LiepU social networks, if necessary.
22. The notification/information of all staff or any group of LiepU staff (for example, one course) regarding the epidemiological safety measures in e-mails shall be entitled to manage by:
  - 22.1. Director of Development;
  - 22.2. Responsible person;
  - 22.3. Public Relations Department;
  - 22.4. Manager of the Quality Assurance System.

## V. Observance of the safety measures indoors

23. In LiepU audiences, laboratories and working rooms between seating places shall be provided a distance of two meters as far as possible.
24. The layout of tables and seats performed in the premises must not be changed without the consent of the Responsible person.
25. In audiences or laboratories, where are one course students and a two meter distance between each person's seating place cannot be ensured, there shall be allowed a lower distance between students.
26. During the lectures a two meter distance must be observed between the teacher and the student, as well as between different student courses in one room.
27. In each audience at the first lecture students shall choose one particular seating place which shall not be changed during the study semester.
28. The rooms shall be regularly aired. At breaks or at least once in every two hours the congested audiences and laboratory rooms shall be aired for at least 15 minutes.
29. In the corridors must be avoided the gathering and shall be observed a 2 meter distance.
30. When starting a lecture, the teacher shall perform the student inspection and shall fix it in writing, by indicating the beginning of the lecture, the ending time and the particular presence of students by their surnames. After the lecture within two working days this list is delivered/sent to a decanate where it is stored for at least 14 days, afterwards destroyed. It is prohibited to fill in the registration list of students by themselves.
31. LiepU staff is invited to download and activate the application "Stop COVID" ("Apturi Covid") on their smartphones.
32. In each LiepU building is placed a hand disinfectant:
  - 32.1. In LiepU building at Lielā street 14 – on each floor of the block;
  - 32.2. In LiepU building at Kūrmāja prospect 13 – on each floor.
33. The seats placed in LiepU corridors shall be arranged in such a way that the persons seated are at least 2 meters apart from each other.
34. LiepU wardrobe shall be closed, the staff takes the outerwear with themselves to audiences or cabinets.
35. After receiving the keys, the wardrobe person cleans the keys with a disinfectant.
36. Entries in the journal for receiving or handing over a key shall be made with an individual pen of the key recipient.
37. Under suspicion of an increased body temperature, it is possible to perform a non-contact measurement of the body temperature at LiepU wardrobe person.
38. Heads of LiepU departments shall be allowed to organise work remotely, if:
  - 38.1. an employee has to observe house quarantine, isolation or self-isolation, as well as in cases where it is not possible to ensure sufficient epidemiological safety measures in the workplace;
  - 38.2. it is not possible to provide sufficient epidemiological safety measures at the workplace for the organisation of meetings, but there are provided possibilities for identifying participants of the meetings.
39. The Heads or other employees of LiepU departments shall immediately inform the Responsible person if, for objective reasons, is not possible to fulfil any of the conditions of the Procedures.
40. When assessing the working environment risks of each particular person of LiepU general staff, the workplaces may be equipped with additional protective elements to better protect staff against Covid-19 infection.
41. In order to prevent several groups or courses from being located in shared rooms at the same time before the classes, the decanates of faculties shall organise the timely shutdown of audiences as far as possible.
42. The collectives of LiepU amateur performances, classes and events shall be organised in accordance with the requirements of the Cabinet Regulation (CR) No 360.

43. Events that are not related to the main LiepU activities shall be organised if they do not interfere with main activities, observing the conditions laid down in the Procedures. The event organiser shall be the person, who signs the rent agreement for premises and assumes responsibility for its compliance with LiepU regulations.
44. The event organiser shall ensure:
  - 44.1. the compliance with the regulatory enactments and the Procedures applicable to the event;
  - 44.2. to provide all the necessary epidemiological safety means and prevention measures of the Covid-19 in the event (individual protective means, disinfectants, organisers for the visitors' flow, labelling, etc.) from their own financial means;
  - 44.3. The consent of the Responsible person regarding the reservation of a particular room, the number of participants, schemes of visitors' flow to/from the location of the event, as well as compliance with additional prevention measures of Covid-19, if those are necessary;
  - 44.4. the compilation of information regarding the persons being present at the event and the transfer of such information to the Responsible person.
45. If the event may lead to an increased risk of infection:
  - 45.1. the number of participants at the event may be reduced;
  - 45.2. the event may be resettled to other rooms;
  - 45.3. the time of the event may be changed;
  - 45.4. the event may be terminated.

## **VI. Cleaning of premises and equipment**

46. Premises and surfaces, including inventory and work equipment, are regularly cleaned and disinfected with particular attention to surfaces and objects frequently touched by people (for example, door handles, table surfaces, chair armrests, surfaces in toilets, taps).
47. Room cleaning is performed in accordance with CDPC guidelines: <https://www.spkc.gov.lv/lv/tirisana-un-dezinfekcija>.
48. Audiences and laboratories:
  - 48.1. shall be cleaned at least two times a day;
  - 48.2. table surfaces shall be disinfected at least twice a day.
49. The office rooms shall be cleaned at least once a day.
50. Door handles in the shared rooms are disinfected twice a day.
51. Sharing corridors and rooms are cleaned twice a day.
52. Toilets shall be cleaned and surfaces shall be disinfected three times a day.
53. Holders of coffee machines or other LiepU food vending machines shall carry out regular disinfection of machine surfaces.
54. Before each class or using a shared computer, the user cleans a computer keyboard and a mice with disinfectant napkins.

## **VII. Ensuring the study process**

55. The study process is implemented in presence using the inclusion of online study methods in the acquisition of study courses and /or modules:
  - 55.1. In full-time present studies in the amount of 30% - 50%;
  - 55.2. In part-time correspondence studies in the amount of 40% - 60%.
56. For foreign students or students abroad, who can not arrive in the Republic of Latvia due to restrictions of the epidemiological situation, studies shall be carried out remotely.
57. The dean of the faculty shall determine the extent by which the study courses and/or modules of the study programme shall be implemented remotely in accordance with Clauses 55.1. and 55.2. and level and requirements of the study programme.

58. Remotely carried parts of the study courses shall be organized in *MS Teams* and *Moodle*. Study courses whose materials are not placed in *Moodle* according to guidelines or other indications on the development of e-study materials must not be carried out remotely.
59. Lectures within one day shall be scheduled for one course in the same audience as far as possible.
60. As far as possible, lectures can take place outside.
61. While observing the increase in the spread of Covid-19 infection or maintaining high rates of the spread of infection in the territory of Liepaja municipality or the territory of Latvia, it may be decided about all studies to be carried out remotely.

### **VIII. LiepU visitors**

62. In LiepU premises may be present only those visitors, who have arrived in a particular visit, carry their working tasks, go for lunch to LiepU cafe or take part in the events organised by LiepU.
63. Visitors must not be present in LiepU buildings with an increased body temperature, signs of an acute respiratory infection disease, at certain self-isolation, house quarantine or isolation.
64. It must be coordinated with the Responsible person regarding the compliance of epidemiological safety measures:
  - 64.1. group visits in LiepU premises with five or more participants;
  - 64.2. participation of listeners in study courses together with LiepU students;
  - 64.3. rent of premises;
  - 64.4. measures (studies, trainings, seminars, conferences, etc.), where visitors participate.

### **IX. Additional rules for LiepU dormitory**

65. The tenant "O.A.G. Projects" Ltd of LiepU dormitory shall ensure and comply with all national requirements imposed in LiepU dormitory, which are applicable to dormitories.
66. When hosting students at the dormitory, "O.A.G. Projects" Ltd shall comply with these principles:
  - 66.1. shared rooms shall be used only in cases of necessity, the gathering of students in shared rooms is not permitted;
  - 66.2. the use of shared rooms (toilets, a shower room) shall be planned to ensure the observance of a 2 meter distance and to prevent the gathering of students as far as possible;
  - 66.3. the possibility of hand washing with warm water and soap shall be provided in rooms, as well as hand disinfectants shall be placed;
  - 66.4. in rooms, including the toilet rooms, information shall be made available to students, a clearly legible information in Latvian and English, with a reminder regarding compliance with hygiene and distancing;
  - 66.5. all shared rooms and surfaces are carefully cleaned.
67. "O.A.G. Projects" Ltd shall develop an algorithm for action when a person who has become sick with Covid-19 or has been recognised as a contact person, as well as to delegate the responsible person who is familiar with and supervising the establishment of the algorithm.
68. "O.A.G. Projects" Ltd shall immediately inform the Responsible Person, if:
  - 68.1. has been determined or there is a suspicion of the Covid-19 sickness in the dormitory;
  - 68.2. there is a suspicion or has been determined sickness of an employee in "O.A.G. Projects" Ltd and this employee has performed his work duties in the last 14 days at LiepU dormitory or other premises of LiepU.

69. Foreign students or persons, who do not have a chance to return to their residence, “O.A.G. Projects” Ltd shall provide with the possibility of isolation, providing, a separate room, sanitary unit and catering as far as possible upon LiepU request.

#### **X. Additional action regarding foreign students and international cooperation**

70. To ensure special rules for foreign students, LiepU International Relations Department shall:
- 70.1. summarize information regarding the time of arrival and address of the residence of foreign students;
  - 70.2. regularly follow the current information regarding the status of the risk of countries on CDPC website (<https://www.spkc.gov.lv/lv/valstu-saslimstibas-raditaji-ar-Covid-19-0>), in order to determine the necessary restrictions;
  - 70.3. inform foreign students of the necessity for self-isolation in accordance with the recommendations of CDPC: <https://Covid19.gov.lv/Covid-19/drosibas-pasakumi/pasizolacija>
  - 70.4. introduce foreign students with these Procedures and invite to use the application “Stop COVID” (“*Apturi COVID*”);
  - 70.5. When organising international student exchange, International Relations Department shall follow the current information on the situation of Covid-19 in the cooperation countries and shall contact partner institutions, in order to provide applicants of the mobility programmes with timely information about their opportunities, including the possibilities for implementing the exchange partially or fully remotely. When hosting incoming participants of the mobility programmes, LiepU is entitled to decide whether to implement this practice in the academic year of 2020/2021.

#### **XI. Additional rules for the use of LiepU gym**

71. The airing of the gym shall be made before and after each class.
72. Before each class the participants of the class clean the equipment used with disinfectants by themselves.
73. Each user shall individually use the equipment issued as far as possible.
74. Organizing classes for groups that are not from one course, the class manager shall ensure the observance of all national restrictions imposed in sport activities.
75. When weather conditions are favourable, it is recommended to take the planned classes in outside of the gym.

#### **XII. Process of internships**

76. Internships (including qualification internships) in enterprises can be held in presence or, if agreed beforehand, remotely.
77. Students shall observe the requirements specified at the internship place.
78. LiepU shall agree with an internship enterprise on operational exchange of information, if a case of Covid-19 infection has been detected at the internship place.
79. If it is necessary for the observance of epidemiological requirements, there shall be issued LiepU order on changes in the organisation of the educational process for each phase of internship/internship part that could be possible to implement remotely.

#### **XIII. Final provisions**

80. “Tiamo group” Ltd and other tenants (providers of premises, coffee, other food vending machines, etc.) shall immediately inform LiepU Responsible person, if there has been

detected employees' sickness with Covid-19 and employees have performed their working tasks in LiepU in the last 14 days.

81. A separate procedure for the reception of visitors and work organisation shall be specified in LiepU library.
82. Provisions shall enter into force with 7th September 2020.