

Procedures of Latvia University of Life Sciences and Technologies for Implementation of Epidemiological Safety Measures for Containment of Spread of COVID -19 Infection

Developed on the basis of Regulation No.360
“Epidemiological Safety Measures for the
Containment of the Spread of COVID-19 Infection”
Issued by the Cabinet of Ministers
On 09 June 2020

Latvia University of Life Sciences and Technologies (hereinafter referred to as LLU) prescribes the following procedures (hereinafter referred to as the Procedures) to be implemented from 01 September 2020 to follow the basic principles (provision of information, distancing, hygiene and monitoring a person's health condition) prescribed by Regulation No.360 issued by the Cabinet of Ministers on 09 June 2020 (hereinafter referred to as Regulation No.360 of the Cabinet of Ministers) and the requirements arising thereof.

1. General Provisions

1. LLU shall implement epidemiological safety measures for the restriction of the spread of COVID-19 infection.
2. The Procedures shall be compulsory for all LLU staff members- the academic staff, general staff and students and, to the extent possible, to visitors and other individuals which do not belong to LLU.
3. At least once a day, the staff of LLU shall check the updated information on the epidemiological safety measures applied for monitoring the spread of COVID infection on the website: <https://mansllu.lv.lv> and in LLU e-mails.
4. The Procedures shall apply to all buildings/premises of LLU, in which study, research, administrative management or their support processes are implemented.
5. When the epidemiological situation changes, the Procedures may be reviewed, and the prescribed restrictions may be updated.
6. The individuals who violate the restrictions for isolation, quarantine and gathering may be held administratively liable, but in case the Procedures are ignored, a decision can be taken to terminate employment, studies or rent contracts concluded with the respective individuals.
7. LLU calls on every person to be responsible, and it provides information on the use of the mobile application „Stop COVID” for identifying contact persons and providing information:
In Latvia, the mobile application „Stop COVID” for identifying contact persons and providing information is available, enabling everyone to discover infection risks as soon as possible if close contacts with a Covid-19 patient have taken place, and to make a decision as soon as possible to undergo laboratory testing and self-isolation, as well to obtain recommendations and information for further actions. Detailed information on the application is available on the website: <https://www.apturicovid.lv>

2. Provision of Information

8. General provision of information shall be implemented in all buildings of LLU in clearly visible places (at least, in one clearly visible place) providing information on the requirements for distancing, hygiene and monitoring of an individual's health condition. To the extent possible, specific information shall be provided near the classrooms, lecture-rooms, laboratories, common-use premises and facilities.
9. Individual provision of information to the staff shall take place through:
*publication of the Procedures on the Intranet of LLU: www.mans.llu.lv;

- *sending information to individual LLU e-mail addresses, including updated information on the amendments of the requirements for the epidemiological safety measures, namely, on the introduction of additional requirements or cancelling the prescribed requirements;
- *information in the Latvian and English languages published in the personal LLU IS accounts;
- *if necessary, the information can be posted in the LLU account of the social network *Facebook*.

10. The responsible persons for the placement of general information shall be the heads of the structural units, or employees appointed by them; and the control of the provision of general information shall be carried out by the Vice-Director of LLU.

11. The responsible units for providing information to individuals are the Communication and Marketing Centre and IT and Research Facilities Centre.

3. Responsible Persons

12. The person responsible for communication with the Disease Prevention and Control Centre (hereinafter referred to as SPKC) is the Specialist for Labour Safety and Civil Protection, Uldis Karlsons, his e-mail address: uldis.karlsons@llu.lv, telephone: +371 29410374.

13. The persons responsible for the implementation of specific measures for epidemiological safety are mentioned in the relevant sections of the Procedures hereof.

14. The instructions, given by the responsible persons for the implementation of Regulation No.360 issued by the Cabinet of Ministers, the Procedures hereof and possible additional requirements prescribed by applicable regulatory enactments for the epidemiological safety measures, shall be mandatory to all LLU staff members, not requiring any specific order to be issued by the Rector or any other officer of the administrative management of LLU.

4. LLU Staff Actions to Prevent Spread of Infection

15. LLU staff:

- *shall not be present in any buildings/premises/areas if they have an increased body temperature, signs of an acute respiratory disease, or must be self-isolated, or must undergo home quarantine or isolation;
- *in case their symptoms are suggestive of COVID-19 infection, their immediate superiors and the Specialist for Labour Safety and Civilian Protection shall be informed immediately;
- *shall wash their hands regularly with water and liquid soap; however, if it is not possible, their hands shall be disinfected with appropriate sanitizers;
- *to the extent possible, shall limit the transfer of devices and work equipment, including stationery, from person to person;
- * shall use lifts in exceptional cases, just when no other possibilities for reaching other floors exist;
- * shall not stay in the buildings, if they do not have a justified reason for doing that.

16. When performing their work or study duties, LLU staff members display signs of an acute respiratory disease (fever, cough, shortness of breath), or an increased body temperature has been found, they must:

- *stop work or studies;
- *depending on the place of residence, leave for home or the hostel;
- *make a telephone call to inform the respective head of the LLU structural unit (for the academic or general staff), or the dean, or the responsible employee appointed by the dean (for the students);
- *when leaving for home or visiting the G.P., wear individual protection means (a nose and mouth cover, or a face shield);
- * contact the G.P. to discuss the further treatment plan.

17. If serious health disorders of the LLU staff are found, while they are present in the premises of LLU, the person himself/herself or any other person, who has contacted the sick person, shall call the Emergency Ambulance Service and follow the compulsory precautionary measure - keep the prescribed physical distance.

18. In case the signs of an acute respiratory disease have been found in two or more LLU staff members, and a group disease is suspected, the Specialist for Labour Safety and Civil Protection shall be informed immediately, face masks or nose and mouth covers shall be worn, and the Specialist for Labour Safety and Civil Protection shall provide information to SPKC by calling it.

19. The duty of the LLU staff is to obtain personal protection covers - face masks, themselves.

20. Having received instructions from SPKC, the Rector shall take a decision, concerning further actions to be taken by the respective LLU structural unit, or the whole LLU, and a relevant order shall be issued by her.

5. Safety Measures Indoors

21. In the lecture-rooms, laboratories and staff rooms, the physical distance of 2 (two) metres shall be maintained to the extent possible.

22. The layout of tables and seats in lecture-rooms and laboratories may not be changed without the approval given by the dean of the faculty, or the responsible person appointed by him/her.

23. If the physical distance of 2 (two) metres between seats cannot be maintained in the lecture-rooms and laboratories, where students of the same course or group are present, a shorter distance between the students shall be allowed.

24. In the first lecture, the students shall choose a particular seat in the lecture-room and shall not change it during the duration of the whole study course.

25. In the lecture-rooms and laboratories, where the maintenance of the restricted physical distance is not possible, the academic staff shall choose other epidemiological safety measures, for example, wearing of individual protection means.

26. The premises shall be aired regularly, using the active and passive ventilation. During the intermissions, not less frequently than once in two hours, the occupied lecture-rooms and laboratories shall be aired for 15 minutes, at least.

27. When walking and staying in the passages, the distance of 2 metres shall be kept.

28. Prior to the start of the lecture, the academic staff shall check the students' attendance and register it in written form, indicating the time of the start and end of the lecture, and a list with full names of the attendees shall also be made. The heads of the departments/institutes shall organize the storage of the lists for 14 (fourteen) days so that, if necessary, they are available to the responsible persons appointed by the Procedures of LLU hereof and also to SPKC.

29. On each floor and in each passage of the buildings, a stand for hand disinfection shall be installed with disinfection liquid for skin, which is effective against the COVIDs.

30. The layout of the chairs in the passages shall ensure at least a 2 (two) metre distance between the people, sitting there; however, common-use desks shall be removed from the passages.

31. The responsible persons for the implementation of the safety measures indoors are the heads of structural units, or persons appointed by them.

6. Cleaning of Premises and Equipment

32. In all premises, including lecture-rooms, laboratories and premises for common use, regular cleaning and disinfection of the premises and surfaces, including supplies and work equipment, shall take place, focusing on those surfaces and objects, which people touch frequently (for instance, door handles, table surfaces, chair armrests, surfaces in toilets, and taps).

33. The cleaning of premises shall be carried out in compliance with the guidelines prescribed by SPKC: <https://www.spkc.gov.lv/lv/tirisana-un-dezinfekcija>

34. The responsible persons for organizing the cleaning of premises shall be the LLU employees, who are directly responsible for organizing the cleaners' work. If necessary, the schedules for the cleaning of premises can be made and put in clearly visible places.

7. Organization of People Flow

35. The flow of people in the passages shall be organised not allowing large gatherings and keeping the prescribed 2 (two) metre distance, if it is possible.
36. The students shall leave lecture-rooms and laboratories in an organised way, keeping the 2 (two) metre distance.
37. To the extent possible, informative signs (arrows), indicating the flow directions, should be placed in the passages.
38. The persons responsible for the organisation of the flow of people are the heads of the structural units, or the persons appointed by them.

8. Organisation of Study Process

39. LLU shall commence the study process on site, on 01 September 2020.
40. Concerning the organisation of particular study courses or their units for remote studies, the Board of Studies shall take a relevant decision in accordance with the suggestion given by the director of the study programme and approved by the faculty dean; and, if necessary, an extraordinary meeting of the Board of Studies shall be convened.
41. The person responsible for the implementation of the epidemiological safety measures in the study process organisation shall be the Vice-Rector for Studies.

9. Additional Provisions for Hostels

42. The following principles shall be followed when accommodating students in the hostels:
- *the common-use premises shall be used only in exceptional cases, and gatherings of students shall not be allowed in the common-use premises;
 - *the use of common-use premises (toilets and shower rooms) shall be planned in such a way that the 2 (two) metre distance could be maintained to the extent possible and gatherings of the students would not take place;
 - *in the premises, the possibility for washing hands with warm water and liquid soap shall be provided; also, hand sanitizers shall be provided;
 - *in the premises, including the toilets, information written clearly in the Latvian and English languages shall be available to the students to remind them about hygiene and keeping the physical distance;
 - *all common- use premises and surfaces shall be cleaned thoroughly;
 - *the responsible person and the Specialist for Labour Safety and Civil Protection shall be informed immediately if:
 - COVID-19 infection has been found or suspected in a hostel;
 - an illness of the hostel employee (the manager, receptionist or cleaner) has been suspected or established, and during the previous 14 days this employee was carrying out his/ her job responsibilities in the hostel or other premises.
43. If necessary, self-isolation shall be ensured in a separate LLU hostel as prescribed by the Rector's order.
44. The responsible person for the implementation of the epidemiological safety measures in the hostel shall be the Hostel Manager whose instructions shall be mandatory for all employees of the hostel.

10. Actions to Take with Regard to International Students

45. In order to implement the prescribed provisions for international students, the International Cooperation Centre:
- *shall collect information on the time of their arrival and the address of stay;
 - *on a regular basis, shall follow the updated information on the risk status of the countries available on the website of SPKC (<https://www.spkc.gov.lv/lv/valstu-saslimstibas-raditaji-ar-covid-19-0>), with the aim to specify the necessary restrictions;

*shall inform the international students of the self-isolation necessity in compliance with the recommendations given by SPKC: <https://covid19.gov.lv/covid-19/drosibas-pasakumi/pasizolacija>;

*introduce these provisions to the international students and call on them to use the application "Stop COVID".

46. The person responsible for the implementation of the epidemiological safety measures specified in Clause 45 of the Procedures hereof, applicable to the international students, shall be the Head of the International Cooperation Centre whose instructions shall be mandatory for all LLU employees whose direct work duties are related to international students.

11. Use of Sports Centre

47. Prior to and post each sport training session, the sport gym shall be aired.

48. Prior to each training session, the cleaning of the used equipment shall be performed with the help of disinfection means by the session participants themselves.

49. During the training sessions, each user shall use the given equipment individually, to the extent possible.

50. Upon organising training sessions and events, specific restrictions shall be ensured in compliance with Regulation No.360 of the Cabinet of Ministers applicable to the organisation of the sporting process.

51. The person responsible for the implementation of the epidemiological safety measures in sport training sessions and events shall be the Head of the Sports Centre whose instructions are mandatory to all employees and visitors of the Sport Centre.

12. Organisation of Activities in Centre of Lifelong Learning

52. The training courses offered by the Centre of Lifelong Learning shall be organised in compliance with Regulation No. 360 of the Cabinet of Ministers and the requirements prescribed in the Procedures hereof.

53. The person responsible for the implementation of the epidemiological safety measures during the sessions and events for lifelong learning is the Head of the Centre of Lifelong Learning whose instructions are mandatory to all employees of the Centre of Lifelong Learning, visiting teaching staff and course attendees.

13. Organisation of Museum Activities

54. The Museum shall organize its activities in compliance with Regulation No. 360 of the Cabinet of Ministers and the requirements prescribed in the Procedures hereof.

55. The person responsible for the implementation of the epidemiological safety measures in the Museum premise/ premises shall be the Head of the Museum whose instructions are mandatory to all the visitors of the Museum.

14. Organisation of Library Work

56. For the library use, a specific procedure shall be elaborated for its attendance and organisation of the flow of the library users.

57. Information on the procedure how to use the library services is available: <https://lufb.llu.lv/lv/informacija-par-biblioteku/kas-jazina-bibliotekas-lietotajam>.

15. Procedure of Traineeships

58. Traineeships of the study programmes shall be carried out in compliance with the provisions given by the traineeship providers.

Other Provisions

59. When an employee of LLU shall isolate himself/herself, he or she shall submit an application or an e-mail notice, addressed to the Rector of LLU, and specify the reason and duration of the self-isolation. These applications or e-mails shall be stored by the Personnel Division in the

personal files of the LLU employees. The LLU employee shall also provide information on self-isolation to his/her immediate superior, at least, by telephone.

60. Public events at LLU shall be organised in compliance with the specific requirements for epidemiological safety of public events prescribed by Regulation No. 360 of the Cabinet of Ministers. The responsible persons for following these requirements shall be the organizers of the events.

61. In public catering facilities, the warnings for the epidemiological safety measures given by the providers of catering services shall be followed.

62. In the circulation of information of the suspected infection and/ or cases of illness, the LLU staff shall follow the external and internal regulatory enactments applicable to the protection of personal data.

63. Taking into account that the premises at Lielā Street 2 and Lielā Street 4 have been transferred to Jelgava Secondary School of Technologies for temporary use, the LLU and Jelgava Secondary School of Technologies shall cooperate to follow the epidemiological safety requirements.