

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES (LLU)

Reg. No. 90000041898; Lielā iela 2, Jelgava, LV-3001; phone number: 63022584; e-mail: edokuments@llu.lv

RECTOR'S ORDER

Jelgava

01.04.2022

No. 4.3.-13/32

On Epidemiological Safety Measures in the Latvia University of Life Sciences and Technologies from 1 April 2022

To comply with the requirements specified in Cabinet Regulation No. 662 of 28 September 2021 “Epidemiological Safety Measures for the Containment of the Spread of Covid-19 Infection” (Cabinet Regulation No. 662), ***I hereby establish the following procedure from 1 April 2022:***

1. The work of the LLU shall be organised **in an epidemiologically safe environment** – the LLU staff with a vaccination certificate or certificate confirming recovery from Covid-19 shall participate in the study and scientific, administrative management work and any work supporting thereof, and the presence of persons who do not comply with the epidemiologically safe environment is not allowed.
2. A responsible person for the communication with the Centre for Disease Prevention and Control (hereinafter – CDPC) – Occupational Safety and Civil Protection Specialist – Uldis Karlsons, e-mail: uldis.karlsons@llu.lv, phone: 29410374.
3. The LLU staff shall check the current information on epidemiological safety measures to limit the spread of COVID-19 infection at least once a day on the website: www.mans.llu.lv.
4. **The study process** at the LLU shall continue **in person** according to the schedule of classes for all types and levels of studies.
5. Students, teaching staff and any staff involved in the study process, who have a decision of the medical council to postpone vaccination for a certain period of time, shall participate in the study process remotely until the completion of a full vaccination course.
6. The director of the study programme, in coordination with the dean of the faculty and the Study Centre, shall accept a reasoned decision to carry out the study programme course or module remotely, in full or partially, ensuring that the level of study quality does not decrease. The director of the study programme shall inform the students about making such a decision. In the distance learning process, students and lecturers shall use the LLU e-learning system.
7. Internship in the study programmes shall take place in accordance with the regulations of the internship place.
8. In order to provide special regulations for **foreign students**, the Centre for International Cooperation:
 - shall compile information regarding the time of arrival and address of the place of residence of foreign students;
 - shall inform that a foreign student **may participate in the study process remotely** without a vaccination certificate or certificate confirming recovery from Covid-19 for

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- not longer than 60 days from arrival in the Republic of Latvia for the acquisition of the study programme in person.
9. **The work of the academic and general staff** of the LLU shall be carried out **in person** at the workplace specified in the employee's employment contract, except in cases when the performance of work duties remotely or partially remotely is coordinated and permitted.
 10. Procedures for the performance of work duties remotely or partially remotely shall be determined by a separate order of the rector.
 11. Employees of the academic and general staff who have a decision of the medical council to postpone vaccination for a certain period of time, until the completion of the full vaccination course, shall perform their duties remotely if the nature of the job allows it, or seek another framework of employment relationship in agreement with the head of the department/direct supervisor (for example, annual leave, unpaid leave).
 12. Missions and business trips shall be evaluated individually, assessing their purpose, usefulness and epidemiological situation.
 13. Before concluding a **new** study or employment contract, the responsible person appointed by the dean of the faculty or an employee of the HR Department shall check for the existence of a vaccination certificate or certificate confirming recovery from Covid-19 of the future staff representative and make a note in the LLU IS (LLU Information System).
 14. Any students enrolled after 1 April 2022, can upload their vaccination certificate or certificate confirming recovery from Covid-19 **VOLUNTARILY** via their LLU Information System (LLU IS) user account or personally visit the dean's offices of the faculties to verify their vaccination certificate or certificate confirming recovery from Covid-19. The vaccination certificate or certificate confirming recovery from Covid-19 is presented in person together with a personal identification document (containing a photograph, name and personal identification number).
 15. Employees appointed by the deans of the faculty shall check the existence of the vaccination certificate or certificate confirming recovery from Covid-19 presented or uploaded by the student and make a note about it in the LLU IS.
 16. Notes made before 1 April 2022 in the LLU IS regarding the existence of a vaccination certificate or certificate confirming recovery from Covid-19, as well as notes made after 1 April 2022 regarding their existence shall be kept until a separate order of the rector on their deletion or other procedure for the inspection of certificates has been made.
 17. Before the lessons, the lecturer in his/her LLU IS user account (Work, My Courses, registered students) shall identify the students (there are notes on the vaccination certificate or certificate confirming recovery from Covid-19 in the LLU IS system) who can participate in lessons in person.
 18. The responsible persons appointed by the deans of the faculties, when preparing orders for expulsion of students, and the employee of the HR Department, when preparing an order on termination of employment with an employee, shall delete information about vaccination or a recovery certificate.
 19. When staying **in the service hotels**, students are recommended to limit contact with each other as much as possible, observe a distance of 2 m, use personal protective equipment outside the service hotel room – a medical face mask or a respirator of at least FFP2 type without a valve and not use common-use premises without any particular reason.
 20. ***It is recommended*** to observe a distance of 2 m and use personal protective equipment – a medical face mask or a respirator of at least FFP2 type without a valve – if more than 2 persons are in the room at the same time.
 21. When assessing the epidemiological situation in the department, the head of the department may, for a certain period of time, oblige the employees of the department to use personal

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- protective equipment – medical face masks or a respirator of at least FFP2 type without a valve.
22. The participants of the study process voluntarily agree on the use of personal protective equipment – a medical face mask or a respirator of at least FFP2 type without a valve – at the beginning of classes in person.
 23. Events organised by LLU are held in an epidemiologically safe environment and the event organiser can determine the use of a medical face mask or a respirator of at least FFP2 type without a valve, observance of a distance of 2 m and organisation of the flow of event visitors.
 24. The LLU staff shall:
 - not remain in the buildings/on the premises with a fever, signs of an acute respiratory infectious disease or if a home quarantine or isolation has been established for him/her;
 - wash hands regularly with soap and water; if this is not possible, disinfect hands with appropriate agents;
 - not stay in buildings without a specific need.
 25. If LLU staff, while performing work or study duties, suspect Covid-19 infection or show signs of Covid-19 disease, they shall immediately stop the performance of work or study duties, perform Covid-19 laboratory diagnostics and, if a positive Covid-19 test result is found, inform the head of the department about the use of sick leave or performance of work duties remotely.
 26. The LLU staff who have been confirmed as being infected with Covid-19 may participate in the study process or perform work duties if at least 7 (seven) days have passed since the confirmation of infection, and in 24 (twenty-four) hours prior to return to the study process or work, there are no signs of illness, and he/she has a negative antigen or RNA test, taking into account the fact that a FFP2 type respirator without a valve is used for 10 (ten) days, if there is more than 1 (one) person in the room, or a medical certificate is issued on completion of the sickness period.
 27. Regular ventilation of the premises is performed – during the whole break of the study process and in the study offices at least once an hour for 10-15 minutes, fully opening the window.
 28. Regular cleaning of the premises is performed in accordance with the recommendations of the Disease Prevention and Control Centre: <https://www.spkc.gov.lv/lv/rekomendacijas>, recommendation – cleaning and disinfection.
 29. The materially responsible persons of the departments and the representatives of the students' self-government may receive routine screening tests (self-tests) for the control of the personal health condition of the staff in accordance with the procedure for receiving goods in the LLU warehouse.
 30. Epidemiological safety guidelines established by the catering establishments must be followed while visiting these places.
 31. In the circulation of information on possible cases of illness and/or existing illness, the LLU staff shall comply with the external and internal laws and regulations regarding the protection of personal data.
 32. Considering the fact that the premises located at Lielā iela 2, Jelgava, and Lielā iela 4, Jelgava, are temporarily handed over for use to the Jelgava Secondary School of Technology, the LLU and the Jelgava Secondary School of Technology shall cooperate in complying with the epidemiological safety requirements.
 33. Rector's Order No. 4.3.-13/24 of 1 March 2022 is declared invalid.
 34. Send the order: to all departments, place on the intranet mans LLU, 1 copy – in the file.

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Rector:

Irina Pilvere

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