

**ORDER**

Liepaja

21st October 2021 No. 56 - v

**Regarding the working regime and organization of the study process**

Based on the order No.720 “Regarding Declaration of the Emergency Situation” by the Cabinet of Ministers on 9th October 2021 and the Regulation No.662 “Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection” of the 28th September 2021 of the Cabinet of Ministers, from 21st October 2021 Liepaja University (further referred to as LiepU) establishes these epidemiological safety measures and restrictions of the spread of Covid‑19 and determines the following working regime and the organization of the study process until 15th November 2021:

1. **TO CANCEL** the protocol“Safety Protocol of Liepaja University during the Covid-19 pandemic” of the 11th October 2021.
2. **TO DETERMINE that**
	1. acquisition of higher education study programmes, implementation of adult professional further education, professional development and adult non-formal education programmes are held remotely;
	2. only staff of the higher education with a Covid-19 certificate regarding vaccination or recovery may work in presence in exceptional cases, which provides critical functions and continuity and if the work can not be carried out remotely at their place of residence. These employees shall be approved by the order of the rector;
	3. employees of the higher education as scientific institutions shall work remotely, except in cases where on-site based work is necessary in order to ensure the continuity of the activities of scientific institutions, preserve infrastructure, living natural resources and fulfil obligations in projects. These employees shall be approved by the order of the rector;
	4. employees of the Procurement Department may be assigned during an emergency situation for the performance of infrastructure maintenance and other emergency economic work not provided for in the employment contract, observing the epidemiological safety requirements specified in regulatory enactments;
	5. principle shall be strictly observed in the presence at work which states that the minimum possible period of time shall be present at work. As far as possible, the social contact between employees is not permitted;
	6. each time on arrival at work all employees who work in presence shall certify in writing that they have no signs of infectious disease and they have not been in contact with infected persons;
	7. LiepU buildings for visitors are closed;
	8. For the activities referred to in Clauses 2.2. and 2.3., LiepU buildings shall be open at the following times:
		1. Lielā street 14 – on Mondays, Wednesdays, Fridays from 11:00 until 15:00;
		2. Kūrmāja prospectus 13 - on Fridays from 11:00 until 15:00;
	9. all public events in presence are cancelled and prohibited;
	10. in LiepU are cancelled previously confirmed business trips or work trips for employees but which have not yet taken place in the territory of Latvia, except for cases, if:
		1. ensures the departure of LiepU staff on specified foreign business trips;
		2. the performance of urgent economic work must be ensured.
		3. if their movement on the territory of Latvia takes place between 20:00 and 5:00, it is mandatory to complete and keep the self-certification “On a reasoned way out of residence/place of employment”.
3. **TO** **ALLOW** foreign business trips, working trips or other mobility measures:
	1. strictly observing epidemiological safety measures specified in Latvia and requirements related to them, intensively assessing whether the results related to the purpose of the trip can not be achieved in any other way, as well as by inviting the persons involved to vaccinate against Covid-19;
	2. LiepU staff who is travelling abroad additionally has to subject to the following conditions:
		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;
		2. strictly observing the epidemiological safety measures specified in the country of destination and transit country and the requirements related to them;
		3. observing the epidemiological safety measures and requirements of the education institution or other institutions to which it is intended to go;
		4. making travel insurance, which also covers potential costs, which may arise for the person regarding the COVID-19 infection.
		5. where a person to be commanded in a destination or a transit country is subject to a different approach between the vaccinated and/or persons who have recovered from Covid-19 disease and the rest of the society (for example, self-isolation, testing, etc.) and as a result of this different approach the travel expenses increase or, due to a different approach is not possible to fully carry out the tasks of the business trip, in these business trips shall only be sent LiepU staff who holds a valid Covid-19 certificate recognised in that country during the period of the trip.
		6. 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 vaccation.
4. **TO ASSIGN:**
	1. to the deansto ensure the remote study process;
	2. to the Head of Lifelong learning department to ensure the remote implementation of adult professional further education programmes, professional development and adult non-formal education programmes;
	3. to the heads of departments, including directors of scientific research institutes:
		1. to plan and ensure remote performance of work, ensuring timely implementation of department's work and functions;
		2. by each Friday 12:00 am to submit a list to LiepU Personnel and Document Management Department of those employees who have to ensure work in the mentioned Clauses 2.2. and 2.3. in the next week, respecting the principle of equal rights and the principle of the prohibition of unequal treatment. In the list must be mentioned the name, surname, address of the visited building, room, date of the building to be visited and the reason for the visit.
5. **TO DETERMINE** that LiepU library for visitors is closed.
6. **TO DETERMINE** that LiepU is not offering services (issuing statements, library’s services, etc.) in presence.
7. **TO DETERMINE** thatLiepU staff regarding a positive Covid-19 test result has to inform LiepU administration as soon as possible by calling on phone +371 25749388 or sending an e-mail to covidinfo@liepu.lv .
8. **TO ASSIGN** to the Head of Procurement DepartmentA.Pirktiņa:
	1. to ensure the opening of buildings 15 minutes before and the closing of buildings 15 minutes after the working hours of buildings specified in paragraphs 2.8.1. and 2.8.2.;
	2. to ensure the location of the building’s administrator in the buildings and times specified in points 2.8.1. and 2.8.2.;
	3. to additional work duties specified to instruct the building administrators to perform the checks of Covid-19 vaccination and recovery certificates and personal identification documents (passport, ID card) of the incoming LiepU employees and to obtain the attestation referred to in Section 2.6.;
	4. to organise and control the disinfection and cleaning of premises, depending on the capacity of the premises;
	5. to organise the performance of the works referred to in Paragraph 2.4 as necessary;
	6. to organise the presence of the self-certification forms referred to in paragraph 2.10.3. in LiepU vehicles;
	7. in the event of unforeseen circumstances to ensure the availability of buildings (upon receiving a reasoned application from the heads of departments in an e-mail: dvs@liepu.lv) at other times.
9. **TO ASSIGN** to the Head of IT centre after the a separate and reasoned request from the head of the unit to provide LiepU employees (excluding students) with hardware for the remote work as far as possible.
10. **TO** **ASSIGN** to the work safety specialist of the Procurement Department to identify and ensure appropriate internal control measures for the performance of this order at the workplace.
11. **To ASSIGN** to the heads of departments to inform its staff, including the deans to inform the students.

Rector’s substitute *(personal signature)* Māra Zeltiņa