# LiepU_EN_2_edited

Issued in accordance with the Law “Regarding Liepaja University Constitution” of 16th June 2008 of the Paragraph one, Clause 2.4. and the requirements of the Cabinet of Ministers Regulation Nr.662 “Epidemiological Safety Measures for the Containment of the Spread of Covid-19 Infection”

**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 11th October 2021, the study process in LiepU shall be organised on site and shall be authorised to participate in:

6.1. to persons with a valid Covid-19 interoperable certificate regarding vaccination;

6.2. to persons with a valid Covid-19 interoperable certificate regarding recovery;

6.3. to persons who may present a negative test result performed in the last 72 hours, if the specific person has an opinion issued in the consilia of a clinical university hospital regarding postponement of vaccination;

6.4. by 15th November 2021 for LiepU employees who may present a negative Covid-19 test result performed in the last 72 hours, if the specific employee has commenced the vaccination process by 11th October 2021.

1. 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.
2. It is recommended for LiepU employees and students to use the application “Stop Covid” *(“Apturi Covid”).*

# **II. Physical distancing**

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

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

1. The use of mouth and nose covers in LiepU public indoor spaces is mandatory in corridors, toilets and staircases.
2. If more than one person is staying in a given indoor area, the mouth and nose covers must be used by all persons also in the working cabinets and audiences until the end of the emergency announced on 11th January 2021.

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

1. 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.
2. 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.
3. 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 obejects disinfected which could be touched or used by the sick employee, discarded used napkins and other waste.
4. 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.
5. 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.
6. Upon receiving information on the case of Covid-19 of an employee or a student (from an employee himself, a student or an DPCC epidemiologist), the Director of LiepU Development in cooperation with work safety specialist and the heads of departments and the directors of the specific study programmes shall immediately organise additional measures for the containment of Covid-19:
	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 the contact persons who comply with the following criteria:
		1. has had a personal contact with a Covid-19 infected person not further than two metres away and for more than 15 minutes;
		2. has had a physical contact with a Covid-19 infected person (for example, a hand shaking, a hug);
		3. has had an unprotected direct contact with the fluxion of a Covid-19 infected person (for example, coughed);
		4. who has stayed in a closed environment (for example, a working/study room, a sharing or a meeting room, a waiting room, etc.) together with a Covid-19 infected person for more than 15 minutes;
	2. in cooperation with DPCC epidemiologist shall specify the range of contacts, prepare and send a list of contacts to the DPCC (Disease Prevention and Control Center) epidemiologist, indicating their names, surnames, personal codes, telephone numbers and the last day of contact;
	3. inform employees regarding the recommendations of DPCC epidemiologist and organise their establishment in LiepU.

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

1. Inside of LiepU building rooms in Lielā street 14 and Kūrmāja prospectus 13 from 11th October 2021 during on-site study process – on working days and Saturdays from 8:00 until 20:00 showing a personal identification document, the following may stay:

21.1. persons who may present a valid Covid-19 interoperable certificate regarding vaccination or recovery;

21.2. until the commencement of the vaccination process, persons who may present a negative result of the Covid-19 test performed in the last 72 hours, if the vaccination, on the basis of the decision of the consylum of the hospital of the clinical university, has been delayed to a person;

21.3. by 15th November 2021, LiepU employees who may present a negative Covid-19 test result performed in the last 72 hours, if the specific employee has commenced the vaccination process by 11th October 2021.

1. Couriers, cargo suppliers, fire safety or security signalling, equipment or system repairers or system cleaning persons who do not come into direct contact with those involved in the educational process may be present in the performance of work tasks and without presenting Covid-19 certificates or tests.
2. In LiepU buildings where the study process is not held - Kuršu Street 20, Kr. Valdemāra Street 4 and Baseina Street 9, general national epidemiological restrictions should be observed.
3. Leaseholders of LiepU premise shall comply with LiepU requirements regarding the need for an interoperable certificate for all persons indoors.
4. Certificates or tests, as well as personal identification documents, are checked at the entrance of the buildings.
5. 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, the responsibility of the freight maker shall be to control the compliance of persons with the requirements of the Protocol.
6. Persons who do not have a valid Covid-19 interoperable certificate on vaccination or recovery shall not be provided with an electronic access key for the premises of MpLab in Kūrmājas Prospectus 13.
7. 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 administator.

# **VI. Organisation of the study process (including Lifelong Learning Department)**

1. The study process in LiepU takes place on site.
2. Only students may participate in the on-site study process from 11th October in accordance with paragraphs 21.1 to 21.2 of the Protocol.
3. For on-site learning and testing shall be performed the present student registration in the list.
4. 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, informing the Study Department of the decision taken.
5. Students who do not have a valid Covid-19 interoperable certificate on vaccination or recovery when evaluating the situation are given the opportunity to participate remotely in the study process in the audience.
6. For lecturers who can not/are not entitled to perform their duties in accordance with the Clauses 21.1 to 21.3 of the Protocol shall organise the study process 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.
7. 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**

1. The working process in LiepU takes place on-site.
2. As from 11th October 2021, only employees in accordance with the Clauses 21.1 to 21.3 of the Protocol may participate in on-site work during the study process.
3. For employees who can not/are not entitled to perform their duties in accordance with the Clauses 21.1 to 21.3 of the Protocol, the work shall be organised by:

38.1. employees in teaching positions in accordance with Clause 33 of the Protocol;

38.2. employees in scientific positions:

38.2.1. examine the possibility of performing the working duties remotely;

38.2.2. examine the possibility of redeploying working loads;

38.2.3. determine the furlough/dismissal from the performance of the work duties without paying for such time;

38.3. the employees of general staff shall be determined to have furlough/suspended from the performance of the work duties without paying the remuneration during this time.

# **VIII. Business trips**

1. Business trips, work trips or other mobility events related to person travelling are organised according to the following principles:

39.1. strictly observing the epidemiological safety measures specified in Latvia and requirements related to them;

* 1. enhanced evaluating whether it is not possible to achieve the results related to the purpose of the trip in a different way;
	2. inviting the involved persons to vaccinate against Covid-19.
1. When LiepU staff is travelling abroad, additionally 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.
2. where a person to be commanded in the destination or a 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.
3. if LiepU staff returning to Latvia from a business trip abroad has to observe 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.

# **IX. Cleaning and ventilating rooms**

1. 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.
2. 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**

1. When hosting foreign teachers, guests or students, LiepU persons responsible closely follow the epidemiological restrictions imposed in Latvia regarding arrivals and compliance with them.
2. 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.
3. The responsible LiepU person has been informed about the place of self-isolation of a foreign student in Latvia.

# **XI. Library’s work**

1. LiepU library’s services on-site shall only be performed for persons with a valid Covid-19 interoperable certificate on vaccination or recovery (or by 10 October 2021 with a negative test), ensuring not less than 25 m2 of publicly available space for one person.
2. 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.
3. 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 overninght, 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**

1. Other events (sport trainings/classes, choir, dance collective rehearsals/classes, cultural events (exhibitions, etc.), further training classes, etc.) are organised at LiepU in accordance with the requirements of the Cabinet of Ministers regulation Nr.662 and following the requirements of LiepU regarding the presence of Covid-19 vaccination or recovery certificates for participants of the events.
2. When organising on-site events or other type of conduct, the organiser shall provide a list of the participant registration.
3. Receiving a Covid-19 certificate for vaccination or recovery, this shall, not later than in 5 working days:

53.1. students must upload on LAIS system;

53.2. employees must sent to email - covidinfo@liepu.lv.

54. If a person has received an opinion of the consilium from a clinical university hospital regarding the need to postpone the person’s vaccination against Covid-19, with a specified time limit for postponing vaccination, the opinion, not later than within 5 working days, shall be sent to the e-mail - covidinfo@liepu.lv.

**XIII. Closing provisions**

55. The Protocol comes into force on 11th October 2021.