

Policy to prevent the spread of Covid-19 at the RISEBA University of Business, Arts and Technologies

1. General provisions

- 1.1. The Policy is binding for all the University's academic staff, general staff, students and other learners, as well as any visitors to the University.
- 1.2. The University has established its internal regulations, including general epidemiological safety requirements for distancing and organisation of movement of people. The requirements are also published on the University website.
- 1.3. If a COVID-19 case is detected at the University, any member of academic staff or student who has been in contact with the infected person shall be switched to online studies. If the exact time of the infection is unknown, any persons who have been in contact with the infected person within the last ten days shall be identified.
- 1.4. If you have Covid-19 and have visited the University within the last ten days, please inform us via email *veseliba@riseba.lv*
If you are a student, please provide your name, surname and student ID number; if you are an employee, please provide your name, surname and department.
- 1.5. All the study courses taught by foreign academic staff shall be conducted online.
- 1.6. Before going to the University, everyone must check their body temperature and, if the temperature is higher than normal, refrain from leaving home.
- 1.7. While on the premises, all the University employees and students, as well as any visitors to the University, undertake to adhere to all personal hygiene and distancing requirements, monitor their state of health and in the case of any signs of illness, immediately leave the University informing the persons specified in this Policy.
- 1.8. All the University employees, students and visitors can demand maintaining a 2 m distance. On the University site, all employees and students are encouraged not to remain inside the University buildings without need, not to remain in the corridors any longer than necessary, to avoid crowding, to maintain social distancing in any public areas, to wash and disinfect hands (including when changing auditoriums) and to air the rooms where possible.
- 1.9. All University students, academic staff, employees and visitors must immediately inform the responsible person at the University if they are diagnosed with Covid-19. Any persons in the Covid-19 risk group, such as elderly people and people with chronic conditions, are advised to take special precautions, i.e. closely monitor their state of health, treat their chronic conditions to prevent any worsening of the condition, take preventive measures and avoid visiting the University in the case of any sign of illness.
- 1.10. If according to the information provided by the SDPC, the epidemiological situation in the administrative area where the University is situated worsens due to the spread of Covid-19, all or some of the classes will be conducted online in accordance with the guidelines of the Ministry of Education and Science. The University will promptly notify all staff taking special care to inform all students, including international students. If the epidemiological situation does not worsen, preference shall be given to the face-to-face study process.
- 1.11. Any persons violating any isolation, quarantine or gathering restrictions stipulated in the statutory regulations, may be held liable under the civil law, while any violation of

this Policy may lead to the termination of any employment, study or rent agreement with the violator.

- 1.12. If any of the Policy provisions conflict with any other internal or external regulations, actions that would ensure the best prevention of the spread of the virus shall be taken.

2. Students

- 2.1. Cannot be present on any University premises if they have a fever, any signs of an acute respiratory infection or are required to self-isolate, observe home quarantine.
- 2.2. Must regularly wash their hands with soap and water, but if that is not possible, disinfect their hands using a suitable disinfectant.
- 2.3. Cannot remain in any University building without a specific need.
- 2.4. Must strictly follow the recommendations of the Centre for Disease Prevention and Control (<https://spkc.gov.lv/lv/aktualitates/get/nid/757>), especially those that apply to people returning from abroad.
- 2.5. Must follow safety related orders, guidelines and recommendation of the University administration published on the University website and in the University emails.
- 2.6. If a student develops any serious health problem, an ambulance should be called. A student may return to the University only with a doctor's approval.
- 2.7. If, while on the University premises, a student develops any signs of an acute respiratory infection (fever, cough, shortness of breath), the student must stop performing his/her duties and go home. In case of a possible contact with people at the University or on public transport, the student must wear a face mask (*available at the University Customer Service Centre*) or use a mouth and nose cover. Students must report it to their study programme administrator and their GP to determine further treatment regime.
- 2.8. If two or more students develop any signs of an acute respiratory infection and a group infection is suspected, the University shall act in accordance with this Policy, face masks or mouth and nose covers must be used as set out above and the information must be reported via phone to an epidemiologist at the appropriate regional department of the Centre for Disease Prevention and Control (hereinafter referred to as the SDPC). For contact information, visit www.spkc.gov.lv.
- 2.9. If a student is diagnosed with Covid-19 and the case is epidemiologically linked to the University, the SDPC epidemiologists will determine special anti-epidemic measures based on the specific situation, provide individual recommendations to the University administration and all the persons involved and decide whether a specific group, course or the entire University should be quarantined. The University Rector shall inform the University members, employees and students about the infection case and the SDPC instructions and a members' representative shall report it to the Ministry for Education and Science (email pasts@izm.gov.lv) and the State Education Quality Service (email ikvd@ikvd.gov.lv), if the University is quarantined.
- 2.10. Arriving from abroad, any student must inform their Study Administrator, International Student Coordinator/ERASMUS Coordinator and provide proof of the time of their entry to Latvia (tickets, etc.).
- 2.11. Internship (including qualification internship) at the companies can take place on-site or online based on assessment of risks for all parties involved. The student must follow the procedures at their internship sites.
- 2.12. If the study process is organised online, the students must enable webcams, unless their lecturers give them other instructions.

3. Academic and other staff

- 3.1. Cannot be present on any University premises if they have a fever, any signs of an acute respiratory infection or are required to self-isolate, observe home quarantine .
- 3.2. Must regularly wash their hands with soap and water, but if that is not possible, disinfect their hands using a suitable disinfectant.
- 3.3. Cannot remain in any University building without a specific need.
- 3.4. Arriving from abroad, must inform their direct supervisors and Human Resources Department about their trip and provide proof of the time of their entry to Latvia (tickets, etc.).
- 3.5. Each business trip shall be considered individually based on the country of destination and purpose of the trip. Heads of structural units must justify the necessity of the trip so that the Rector can make the final decision (based on the written request of the head of the unit).
- 3.6. If a member of academic or other staff goes on a private trip abroad, on their return they must self-isolate for the period required in the country and arrange it as a part of an annual leave or unpaid leave with the employer.
- 3.7. Must strictly follow the recommendations of the Centre for Disease Prevention and Control (<https://spkc.gov.lv/lv/aktualitates/get/nid/757>), especially those that apply to people returning from abroad.
- 3.8. Must follow safety related orders, guidelines and recommendation of the University administration published on the University website and in the University emails.
- 3.9. Where necessary, shall obtain face masks, face shields, gloves and disinfectants from the Customer Service Centre to organise the study process.
- 3.10. If an employee develops any serious health problem, an ambulance should be called. An employee may return to the University only with a doctor's approval.
- 3.11. Working premises shall be regularly aired.
- 3.12. If, while on the University premises, an employee develops any signs of an acute respiratory infection (fever, cough, shortness of breath), the employee must stop performing his/her duties and go home. In case of a possible contact with people at the University or on public transport, the employee must wear a face mask (available at the University Customer Service Centre) or use a mouth and nose cover. Employees must inform report it to the head of their structural unit while members of academic staff to their Study Programme Administrator and both must inform their GP to determine further treatment regimen.
- 3.13. If two or more members of academic or other staff develop any signs of an acute respiratory infection and a group infection is suspected, the University shall act in accordance with this Policy, face masks or mouth and nose covers must be used as set out above and the information must be reported via phone to an epidemiologist at the appropriate regional department of the Centre for Disease Prevention and Control (hereinafter referred to as the SDPC). For contact information, visit www.spkc.gov.lv.
- 3.14. If an employee is diagnosed with Covid-19 and the case is epidemiologically linked to the University, the SDPC epidemiologists will determine special anti-epidemic measures based on the specific situation, provide individual recommendations to the University management and all the persons involved and decide whether a specific group, course or the entire University should be quarantined. The University Rector shall inform the University members, employees and students about the infection case and the SDPC instructions and a members' representative shall report it to the Ministry for Education and Science (email pasts@izm.gov.lv) and the State Education Quality Service (email ikvd@ikvd.gov.lv), if the University is quarantined.

4. University visitors

- 4.1. Only visitors who have an appointment, they perform work tasks or participate in any events organised by the University may be present on the premises.
- 4.2. While at the University, all visitors must register in the Customer Service Centre registration log.
- 4.3. The University administration can verify the identity and the purpose of visit of any visitor to the University and the visitors must provide the requested information.
- 4.4. Visitors cannot be present on any University premises if they have a fever, any signs of an acute respiratory infection or are required to self-isolate, home quarantine or isolate.
- 4.5. A person who has invited a third person to the University is responsible for that third persons compliance with the Policy.

5. Maintenance Department

- 5.1. Shall produce and display informative materials on the premises and by each entrance to the University.
- 5.2. Shall place a notice by the entrance to the University informing that by entering the premises all visitors confirm that they have read and accept the Policy.
- 5.3. Shall place information about the safety measures required on the University site at entrances in all University buildings:
 - A warning that any persons who are required to self-isolate, observe a home quarantine or have any signs of a respiratory infection cannot be present on the University premises.
 - A warning about 2-metre distancing.
 - Information (instructions) about hand disinfection and mandatory use of a mouth and nose cover (respirator, face mask, scarf, shawl, etc.) where necessary.
- 5.4. Shall place a reminder to adhere to hygiene requirements on the University premises, including toilets:
 - To wash hands with soap and water frequently, especially after visiting public places, before eating, before touching face, after going to the toilet, etc.
 - To disinfect hands using alcohol based hand disinfectants where it is not possible to wash hands.
 - To remember that surfaces of sensor devices, such as smartphones, may be contaminated with viruses and bacteria and must be regularly cleaned using alcohol-based disinfectants.
 - To avoid touching face (eyes, nose or mouth) with unwashed hands.
- 5.5. Shall place disinfectants in visible and accessible places at the entrances to the University. Shall place a sign encouraging to disinfect hands before and after visiting the University.
- 5.6. Shall ensure possibility to maintain hand hygiene and use hand disinfectants for all students, academic and other staff, service providers and other visitors at the University. Shall place hygiene reminders with clearly legible information for all students, academic staff and employees.
- 5.7. Shall ensure disinfection of all computer components that come into direct contact with the University students or academic staff.
- 5.8. Shall ensure regular cleaning of the premises.

All surfaces used by public (e.g. door handles, table surfaces, chair armrests and backs, all surfaces in the toilets, water taps, sensor devices) shall be thoroughly cleaned using disinfectants. For more information about cleaning of the premises, see the

SDPC website at <https://www.spkc.gov.lv/lv/tirisana-un-dezinfekcija>. Additional hand disinfectants shall be placed in computer classes at Meža and Durbes sites of the University.

- 5.9. Shall provide the academic staff with face masks, face shields, gloves and disinfectants in small packaging.
- 5.10. Clearly legible signs instructing to maintain 2 m distance from other people shall be placed in locations visible and accessible to the students, academic staff, employees and visitors. Shall ensure appropriate marking on the floor (by vending machines, by the University Customer Service Centre, etc.).
- 5.11. Shall ensure that any rooms where work takes place can be aired and forced ventilation, if any, is in good working order.
- 5.12. Shall assess risks of using the premises, identify indoor and outdoor areas where there is risk of crowding, such as cloakrooms and corridors near large auditoriums, and plan movement of people there to avoid crowding.

6. Human Resources

- 6.1. Shall ensure communication with the University employees.
- 6.2. Communication with the University employees shall take place via email or telephone.
- 6.3. Shall inform employees about the use of the Stop Covid app for identifying and informing contact persons.
- 6.4. Shall inform employees about the necessity to monitor their state of health, about Covid-19 symptoms, individual prevention measures and actions in the case of any symptoms of a respiratory infection.

7. Study Department

- 7.1. Communication with students via email, social networks and e-platforms.
- 7.2. Shall inform students about the use of the Stop Covid app for identifying and informing contact persons.
- 7.3. Shall inform students about the necessity to monitor their state of health, about Covid-19 symptoms, individual prevention measures and actions in the case of any symptoms of a respiratory infection.
- 7.4. Employees of the Customer Service Centre shall clean and disinfect all returned keys and other items.
- 7.5. Shall collect information about any trips of the University students abroad and proof of the time of their entry to Latvia (tickets, etc.).
- 7.6. Internship (including qualification internship) at the companies can take place on-site or online based on assessment of risks for all parties involved. The student must follow the procedures at their internship sites. The University Study Programme Directors shall arrange prompt information exchange with the companies if there are any cases of Covid-19 at any internship site.
- 7.7. The University Study Programme Directors shall consider arranging internship/internship stages online with the companies.
- 7.8. Study process within one group or a course, which is not divided into groups, can be organised in one auditorium without maintaining 2 metre distancing if it cannot be ensured. Multiple groups or courses shall not be present in the same auditorium or near it before or after a lecture.
- 7.9. Face-to-face lectures for one course taking place on the same day shall be conducted in the same auditorium where possible.
- 7.10. If a lecture cannot be conducted face to face as planned, it may be cancelled and a combined face-to-face/online regime shall be adopted as of the next lecture.

- 7.11. Individual study schedules may be arranged for international students who cannot come to Latvia due to the Covid-19 situation.
- 7.12. Programme Directors shall continue to ensure that, if any face-to-face courses are taught online, all course objectives included in the descriptions of the respective courses are achieved.
- 7.13. The University Study Programme Directors shall assess risks and distancing options and may organise teaching of a course or a module part online in accordance with the Cabinet Regulations No. 360, which stipulate to assess risks to comply with the safety requirements during provision of services and determine situations when online studies can be arranged, including when international students cannot attend face-to-face lectures, necessity of social distancing, implementation of the measures set forth by the CDPC and if high Covid-19 infection rates continue on the University site or in adjacent areas.

8. External Relations Department

- 8.1. To ensure special conditions for the international students:
 - 8.1.1. Shall summarise information about the times of arrivals and addresses of stay of the international students.
 - 8.1.2. Shall regularly follow the latest country risk statuses on the SDPC website at (<https://www.spkc.gov.lv/lv/valstu-saslimstibas-raditaji-ar-Covid-19-0>) to establish necessary restrictions.
 - 8.1.3. Shall inform international students about any required self-isolation based on the SDPC recommendations:
<https://Covid19.gov.lv/Covid-19/drosibas-paskumi/pasizolacija> ;
 - 8.1.4. Shall inform international students about this Policy and encourage them to use the Stop COVID app.
 - 8.1.5. Organising international student exchange, the University External Relations Department shall follow the latest information on the Covid-19 situation in the partner countries and contact partner organisations to provide timely information to the mobility programme applicants about their opportunities, including conducting the exchange partly or entirely online. The University can decide whether to apply this practice in the academic year 2020/2021 (this does not apply to the incoming mobility programme participants).
- 8.2. Shall inform international students about the required self-isolation period in the country if they have arrived from countries with high Covid-19 rates, in case of a confirmed infection or if a person is considered a contact person. If a student is a Latvian national and can get to his/her place of residence, the student is advised to self-isolate, home quarantine or isolate at their place of residence. International students or those who cannot get to their place of residence are provided with support to enable them to self-isolate, i.e., where possible, help finding a place to stay with a separate room, sanitary unit and meals.

9. Information Technology Department

Shall ensure disinfection of all devices and equipment handed out to the University academic staff, employees and students. Disinfection is performed when devices and equipment are returned to the Information Technology Department.

10. Technical Support Department

Shall ensure disinfection of all devices and equipment handed out to the University academic staff, employees and students. Disinfection is performed when devices and equipment are returned to the Technical Support Department.

11. University Library

11.1. The Head of the Library shall organise the work in line with the epidemiological security requirements:

11.1.1. Shall ensure availability of necessary resources to students and academic staff while managing the flow of people: up to 20 people for up to 3 hours can be inside the library maintaining 2 m distancing (does not apply to students from the same group).

11.1.2. Shall quarantine the returned information sources for 72 hours.