

Approved by
EKA Rector's order No 2-16/20/11
of 28.08.2020.

*Drafted in accordance with the Cabinet of
Ministers Regulations No. 360 of 09.06.2020.*

Procedures for the implementation of precautionary measures for the prevention of Covid-19 infection spread at the EKA University of Applied Sciences

1. General provisions

- 1.1. Procedures for the Implementation of precautionary measures for the prevention of Covid-19 infection spread at the EKA University of Applied Sciences (hereinafter - the Procedure) shall consist of measures and obligations by the responsible persons in order to limit Covid-19 infection spread at the EKA University of Applied Sciences (hereinafter - EKA).
- 1.2. The procedure is binding to EKA students and other learners (participating in lifelong learning and professional development programs for students), academic and administrative staff, visitors (hereinafter - EKA staff and visitors).
- 1.3. EKA staff and visitors are responsible for the health protection of their own and the others around them by complying with these procedures.
- 1.4. In order to prevent the spread of Covid-19, the following basic principles must be observed:
 - 1.4.1. informing;
 - 1.4.2. distancing;
 - 1.4.3. hygiene;
 - 1.4.4. monitoring of a person's health status.
- 1.5. The Communication Project Manager shall create a section on the EKA website called "Covid-19 Information", where the Procedure, information about the responsible persons, the use of the mobile application to identify and inform contact persons "Apturi Covid" (Stop Covid) (hereinafter referred to as "Apturi Covid" application) and other relevant information, and regular updates of the current information shall be published.
- 1.6. The Study Department shall publish the Procedure in the closed student section "Notifications" on EKA website, as well as shall send it to EKA applicants' and students' email addresses.
- 1.7. The Rector shall place the Procedure in the Moodle course "EKA Administration" as well as it shall be sent to the EKA staff's email addresses.
- 1.8. The EKA staff is recommended to download and use the application "Apturi (Stop) Covid".

1.9. The persons in charge of the implementation of the requirements of the Procedure shall be appointed by the Rector.

2. General provisions for informing

- 2.1. At EKA lobbies and corridors (at least in one conspicuous place), general information on distancing, hygiene and personal health condition monitoring requirements shall be placed. At the University's auditoriums, computer rooms, public spaces, library and facilities, special information shall be on display (if necessary).
- 2.2. The informational materials shall be prepared by the Rector's office administrator, handing them for copying and the further distribution in EKA premises in cooperation with the Student Information Center.

3. General provisions for distancing

- 3.1. EKA staff and visitors shall observe the mutual distance of 2 meters, where possible, with the exception of certain cases described in the Procedure, in particular with respect to the study process. In places where gathering of people usually occurs or is expected to occur, the possible marking of the floor, indicating one person's place or area where the distance is at least 2 meters (sticker stripes) shall be performed.
- 3.2. EKA administrative staff, as much as possible, shall perform their duties partially remotely, or remotely, by prior agreement with their immediate supervisor and making sure that does not adversely affect qualitative job execution, until the Rector's next order.
- 3.3. Employees, who due to their work duties, have an increased contact with EKA staff and visitors (hereinafter referred as Visitors), as far as possible, should:
 - 3.3.1. consult and work remotely by means of the e-environment;
 - 3.3.2. receive visitors by prior appointment, thus reducing crowding;
 - 3.3.3. reduce the contact time with the visitor (up to 15 minutes);
 - 3.3.4. comply with the 2-meter distance with the visitor;
 - 3.3.5. use face shields, face masks or physical barriers.

4. General provisions for hygiene

- 4.1. When entering the premises of EKA, it is advisable for the EKA staff and visitors to do immediate hand disinfection - by washing them with warm water and soap or disinfecting them with a special disinfectant.
- 4.2. Disinfectants shall be available in visible places.
- 4.3. The premises shall be ventilated at least once every two hours. After the class, which hosted a number of people, or during the break, the classroom shall be ventilated for at least 10-15 minutes. If the classroom has an automatic ventilation system, then it shall be used.
- 4.4. Household Project Manager shall provide disinfectants after the Rector's request.

5. General rules on personal health status monitoring

- 5.1. EKA staff and visitors with acute respiratory infection disease symptoms (runny nose, cough, shortness of breath, fever with high temperature) or having positive Covid-19 infection are prohibited to enter and be present in the EKA premises, as well as in cases where a person is subject to self-isolation.
- 5.2. If acute respiratory infectious disease symptoms are observed during a stay in EKA premises, then

the person must immediately inform his or her direct supervisor (staff), academic staff member (students and other learners) or EKA representative - contact (visitors), put on a face covering and leave the EKA premises. The person immediately shall contact his or her family physician, jointly decide on further treatment and inform his or her immediate supervisor, academic staff member or other EKA representative.

- 5.3. Any EKA staff member shall be obliged to inform the person responsible for the personal health status monitoring, if a person has an acute respiratory infectious disease symptoms and who cannot prove with the notice issued by a medical institution regarding the fact that he or she has other illness with such symptoms.
- 5.4. The responsible person shall ascertain name and surname of the person mentioned in clause 5.2. of the Procedure calling to leave the premises as well as immediately notifying the EKA Rector. If the person refuses to leave the EKA premises, the person may be expelled.
- 5.5. Personal health status monitoring and reporting directly to the Rector at the EKA is the responsibility of:
 - 5.5.1. present academic staff (during lectures and classes);
 - 5.5.2. present administrative staff (other cases).
- 5.6. The EKA Rector shall compile the information received and consider improvements in terms of limiting Covid-19 infection spread.

6. Organizing studies

- 6.1. The study process shall be planned and organized in accordance with the Regulations on the organization of study process at the EKA University of Applied Sciences during 2020./2021. academic year.
- 6.2. If the student, due to restrictions, is unable to be in person in the Latvian Republic or the student has been asked to abide by anti-epidemic measures by the Latvian Centre for Disease Prevention and Control, due to which the student may not attend classes in person, this consequently serves as the basis of the study form change that is free of charge, switching to e-studies in person, or having a study break.
- 6.3. Foreign applicants, students and exchange students:
 - 6.3.1. Foreign student department and the Erasmus coordinator (in charge of exchange students) shall inform applicants and students that they are obliged to enter the Latvian Republic in no less than 14 days before the beginning of studies in person and that they have the duty to observe self-isolation;
 - 6.3.2. Foreign students department gathers information on foreign students' arrival and the addresses of residence in Latvia. The gathered information will be forwarded upon request to the Director of the Study Program;
 - 6.3.3. If an applicant or a student enters from a country that appears on the list issued by the Latvian Centre for Disease Prevention and Control (which appears to be a country with a high risk of infection), then the Foreign student department shall explain the self-isolation requirements to the student;
 - 6.3.4. if the Latvian laws and regulations require the need for self-isolation, then the student shall comply with it, immediately after entering Latvia. EKA is not responsible for finding the necessary accommodation. Students have to make reservations for accommodation, which is required prior to their arrival by clarifying whether the accommodation place offers self-isolation options;
 - 6.3.5. students must electronically notify EKA on their arrival in Latvia within three days by sending a

- message to email address: study@eka.edu.lv while also informing about their accommodation address and the end of their self-isolation duration;
- 6.3.6. the student shall be committed to observe the instructions of the study coordinator in connection with the distance learning and participate in it;
 - 6.3.7. the student must arrive in EKA on the next day following the expiry of self-isolation in order to produce the necessary original documents related to the studies.

7. Flow organization and control of students, other learners, staff and visitors

- 7.1. EKA, as far as possible, ensures that, except for the study process, the premises shall not hold more than 50% of the total possible number of people that are allowed by the event (such as conferences) or area facilities and infrastructure of business services.
- 7.2. Latvian residents, who are either applicants or students returning from abroad or have had limitations as Covid-19 patient contacts, or who are themselves infected with Covid-19, shall inform their program coordinator about it (contact information is available on EKA website) . Depending on the circumstances, the coordinator or the Program Director shall inform applicants or students on any future action (self-isolation requirements, distance learning or study break).

8. Use of common premises

- 8.1. Teaching room (classrooms, computer labs) use procedure:
 - 8.1.1. on-site lecture/class schedule is shown in the class list;
 - 8.1.2. EKA staff is advised to arrive precisely to the lecture start by immediately going to the listed classroom in order to avoid crowding in lobbies and corridors.
- 8.2. EKA building's common areas/premises (including public restrooms (WC), railings, handles at the building's common areas/premises) at least once a day shall undergo surface disinfection as a part of general cleaning routine.

9. Catering organization

- 9.1. EKA catering service is provided by an external service provider. The service provider shall delegate the responsible person to implement the epidemiological security measures in the dining area, by informing the Board about it.
- 9.2. In areas with apparent gathering intensity, the service provider shall provide information material and (distance) lines shall be marked on the floor at the beginning of the line with marked 2m distance. The service provider shall control the execution (of the above).
- 9.3. The service provider, once a day, shall provide surface disinfection in the dining room as a part of general cleaning routine.

10. Final provisions

- 10.1. If the Latvian Centre for Disease Prevention and Control issues specific measures to limit the spread of Covid-19, then the future action shall be determined by a separate order of the Rector.
- 10.2. The instructions shall be applied to the extent they do not conflict with external laws and regulations.