

Riga Graduate School of Law regulations on the implementation of precautionary measures to limit the spread of Covid-19 infection in the academic year 2021/2022

1. General provisions

- 1.1. Riga Graduate School of Law (hereinafter - RGSL) regulations on the implementation of precautionary measures to limit the spread of Covid-19 infection in the academic year 2021-2022 (hereinafter – the Regulations) determines the procedure by which RGSL ensures epidemiological safety measures to provide students with high-quality study process at the university.
- 1.2. The Regulations have been developed in accordance with the Regulations of the Cabinet of Ministers of June 9, 2020 No. 360 “Epidemiological safety measures to control the spread of Covid-19 infection” (hereinafter – the Regulations of the Cabinet of Ministers) and the recommendations of the Ministry of Education and Science of Republic of Latvia to higher education institutions for the implementation of precautionary measures to control the spread of Covid-19 infection.
- 1.3. The Regulations are valid from the date of their approval, as well as until they are revoked. The Regulations may be amended and supplemented depending on the instructions of the Ministry of Education and Science of Republic of Latvia and changes in the legislation.
- 1.4. The Regulations prevail over all other internal legislation issued by the RGSL. If any of the clauses of these Regulations is in conflict with any other internal legislation, then the procedure described in these Regulations shall be deemed to be decisive while these Regulations are in force.
- 1.5. The Regulations are binding on RGSL staff, guest lecturers, students, tenants and external service providers who arrive at RGSL premises.
- 1.6. The person responsible for RGSL for the coordination and supervision of the implementation of these regulations is RGSL Director Ieva Racenaja (ieva.racenaja@rgsl.edu.lv).

2. Safety mode

- 2.1. The RGSL Rector orders the safety mode at RGSL:
 - 2.1.1. Safe mode when persons with a valid Covid-19 certificate attesting to the fact of vaccination or recovery are participating in the in-class study process;
 - 2.1.2. Remote mode when the study process is completely remote.
- 2.2. Persons who have officially confirmed medical contraindications to vaccination may also participate in the in-class study process by presenting a valid negative Covid-19 test.

- 2.3. It is determined that RGSL implements the safe mode as a priority, i.e., persons with a valid Covid-19 certificate, which confirms the fact of vaccination or recovery, participate in the in-class study process. In Latvia, persons are considered vaccinated if they can document that they have been vaccinated with vaccines registered by the European Medicines Agency or equivalent regulator or recognised by the World Health Organisation.
- 2.4. The presence of persons not related to RGSL in the RGSL premises is obliged to be coordinated with the RGSL administration or academic staff. Upon arrival at the RGSL premises, the visitor is obliged to apply to the security guard and present a valid Covid-19 certificate confirming the fact of vaccination or recovery. If unauthorised persons are detected in the RGSL premises, they will be asked to leave the RGSL premises immediately.
- 2.5. The RGSL Study Department organises the verification system of certificates and tests of the RGSL staff, guest lecturers and students, as well as other persons participating in the study process. At the request of the RGSL administration, these persons will be obliged to provide an information on the fact of vaccination, recovery or testing of Covid-19 by presenting to the RGSL staff a valid Covid-19 certificate or attestation and test, as well as an identity document.
- 2.6. The RGSL Study Department ensures the establishment and maintenance of a register on the time of arrival and address of the place of residence of foreign students.
- 2.7. Data on certificates, attestations and tests of RGSL staff and students are stored in accordance with the requirements of the General Data Protection Regulation (EU) 2016/679.
- 2.8. RGSL administration not later than one week before the beginning of the academic year 2021/2022 informs the RGSL staff, guest lecturers and students, including foreign students, about the requirements specified in the Regulations and the Regulations of the Cabinet of Ministers, as well as informs in due time about the renewal of the requirements.

3. Study process

- 3.1. The study process is organised according to the chosen safety mode; however, preference is given to the in-class study process.
- 3.2. RGSL has the right to organise remotely classes, the implementation of which is not related to the decrease in the quality of studies. Students, including foreign students, are informed in a timely manner about distance learning and its course. The principles of organising and implementing the distance learning process are defined in a separate internal regulation.
- 3.3. In the case of the in-class study process, classes, mid-term examinations and final examinations of the courses are organised in such a way that it is possible to ventilate the premises every 45 minutes.
- 3.4. When organising an international student exchange, the RGSL Erasmus Coordinator monitors current information on the situation of Covid-19 in the partner countries and contacts partner institutions to provide timely information to the mobility programme applicants about their opportunities, including, if applicable, partial or full remote exchange.

4. Compliance with mandatory epidemic measures and health surveillance

- 4.1. RGSL informs RGSL staff, guest lecturers, students, tenants and regular cooperation partners about the need to monitor their health condition by publishing information on the RGSL website, social accounts, Intranet, as well as sending information electronically and placing instructions in the RGSL premises.
- 4.2. It is prohibited to have persons at the RGSL premises for whom mandatory anti-epidemic measures have been established in accordance with the effective regulatory enactments and the specified epidemiological control measures.
- 4.3. It is forbidden to come and stay in the RGSL premises for persons with signs of respiratory infection (cough, shortness of breath, fever).
- 4.4. RGSL staff, as well as visiting lecturers and students are obliged to immediately inform the RGSL responsible person if they have a case of Covid-19 infection.

5. Action in case of suspicion or detection of infection in RGSL

- 5.1. If RGSL staff or visiting lecturer develops signs of acute respiratory infectious disease (cough, shortness of breath, fever) while performing work duties, staff or visiting lecturer is obliged to stop performing work duties and go home, inform the RGSL responsible person by phone and contact a family doctor to agree on a future treatment regimen (informing that the person works for RGSL). If contact with other persons in the RGSL or public transport is possible, a face mask or mouth and nose cover is used. The person can return to RGSL only according to the doctor's instructions.
- 5.2. If a RGSL student shows signs of an acute respiratory infection (fever, cough, shortness of breath), the student is obliged to stop the study process and go home, inform the RGSL responsible person by phone and contact the family doctor to agree on a further treatment regimen (informing that the person studies in the RGSL). If contact with other persons in the RGSL or public transport is possible, a face mask or mouth and nose cover is used. The person can return to RGSL only according to the doctor's instructions.
- 5.3. The Study Department ensures the establishment and maintenance of a register of those students who show signs of acute respiratory infectious disease or have been diagnosed with Covid-19.
- 5.4. The RGSL responsible person ensures the establishment and maintenance of a register of RGSL staff and guest lecturers who show signs of acute respiratory infectious disease or have been diagnosed with Covid-19.
- 5.5. If a staff, guest lecturer or student shows signs of a serious health disorder at RGSL, the RGSL responsible person shall call Emergency Medical Assistance.
- 5.6. If signs of acute respiratory infection have been detected in two or more students or staff (or visiting lecturers) and a group illness is suspected, the RGSL responsible person shall provide information by telephone to the epidemiologist of the regional branch of the Latvian Centre for Disease Prevention and Control (hereinafter – the Centre) and consult on further action.
- 5.7. If a student, staff (or visiting lecturer) or tenant in the premises owned by RGSL is diagnosed with Covid-19 infection and this case is epidemiologically related to RGSL,

the Centre epidemiologists will determine specific anti-epidemic measures according to the specific situation and provide individual recommendations to RGSL management and involved persons as well as decide on the need for quarantine for a separate group, course or RGSL. In this case, the RGSL responsible person is obliged to follow the instructions of the Centre. The RGSL responsible person informs the RGSL Board, staff (and guest lecturers) and students as well as the responsible person of the Stockholm School of Economics in Riga about the fact of infection and the received Centre's instructions, while the RGSL director, rector or Board representative informs the Ministry of Education and Science of Republic of Latvia (pasts@izm.gov.lv) and the State Education Quality Service of Republic of Latvia (ikvd@ikvd.gov.lv) about the fact that RGSL is quarantined.

- 5.8. If any of the RGSL students, staff, guest lecturers or tenants who have visited RGSL in the last 14 days is assigned the status of a Covid-19 contact person, the RGSL responsible person must be informed and consult with the Centre on further action.
- 5.9. Detailed RGSL action to control the spread of Covid-19 infection is described in the Appendix.

6. Distancing measures and use of mouth and nose cover

- 6.1. Distancing measures, as well as the conditions of use of the nose and mouth cover are determined in accordance with the safety mode established by the RGSL and in accordance with external regulations. In safe mode, distancing measures and the use of a mouth and nose cover are optional.
- 6.2. Congestion is prevented at RGSL by posting instructions on gathering prevention, as well as informing staff, guest lecturers and students about it, posting information about it on the RGSL website, social accounts, Intranet, as well as sending out e-mails.
- 6.3. RGSL informs staff, guest lecturers and students about the use of the mobile application for identifying and informing contact persons "Apturi Covid" (<https://apturicovid.lv/>), using instructions, posting information about it on the RGSL website, social accounts, Intranet, as well as sending e-mails. paste.
- 6.4. RGSL students are invited to use RGSL premises as little as possible outside the set in-class lecture schedule.
- 6.5. RGSL promotes remote work of administrative staff in accordance with the possibilities and specifics of work responsibilities. The possibilities and procedure for performing telework must be coordinated with the RGSL Director.
- 6.6. In the events organised by the RGSL Student Association, the requirements specified in the Regulations of the Cabinet of Ministers must be observed.
- 6.7. The requirements of the Regulations of the Cabinet of Ministers must be observed in all events organized in the premises of RGSL.
- 6.8. The requirements of the Regulations of the Cabinet of Ministers must be observed in the short-term lease of RGSL premises.

7. Ensuring hygiene

- 7.1. RGSL provides all students, staff, guest lecturers, service providers and other visitors to RGSL with the opportunity to observe hand hygiene, as well as to use hand disinfectants. Hand sanitiser is available in each auditorium.
- 7.2. Hygienic hand and mouth and nose covers are available for RGSL staff and students. RGSL invites students to use mouth and nose covers as needed.
- 7.3. RGSL has clear, legible information accessible to students, staff and guest lecturers with a reminder about personal hygiene.
- 7.4. RGSL provides regular ventilation of the premises, as well as good mechanical ventilation. Indications about the need to ventilate the premises are placed in the auditoriums. Students and lecturers are informed about the need to ensure ventilation of the premises.
- 7.5. RGSL provides regular cleaning of the premises, especially disinfection of common surfaces (e.g., door handles, table tops, chair armrests and support surfaces, surfaces in toilets, water taps, touch-sensitive devices) in accordance with the information on cleaning the premises available on the Centre's website.

8. Terms of use of library services

- 8.1. RGSL library services are available only to RGSL and Stockholm School of Economics in Riga students, staff and guest lecturers who have a valid Covid-19 certificate (for persons with medical contraindications to vaccination - attestation and test). Books are exchanged by ordering them in the library catalogue and receiving them in the specified manner.
- 8.2. Guests can use the library services remotely by ordering books from the library catalogue and receiving them as specified.
- 8.3. Library opening hours are on weekdays from 9:00 to 20:00. The library is closed on weekends.

Description of RGSL action in the specified situation to limit the spread of Covid-19

No.	Situation	Student	Teaching staff (academic staff and guest lecturers)	Administration
1.	At home, the student finds that there are signs of an infectious respiratory disease (fever, cough, shortness of breath)	<p>1. The student in no case comes to RGSL.</p> <p>2. The student contacts the doctor and follows the doctor's instructions.</p> <p>3. If a doctor prescribes a test, a student may not come to RGSL until: 1) the symptoms of the disease have passed and 2) a negative test has been received.</p> <p>4. Anticipating that the student will not be able to visit RGSL for some time, the student informs (by sending an e-mail) the RGSL Director, the lecturers of the respective current courses, the Programme Director and the Administrator of the Study Department. From now on, the</p>	<p>1. If the lecturer receives information from the student about the possible illness and the expected absence, the lecturer informs the student about the remote learning opportunities.</p> <p>2. The lecturer supports the student as much as possible. If there are several students who cannot participate in the full-time study process, the lecturer may consider holding online consultations.</p>	<p>1. The Study Department makes an entry in the register about those students who show signs of acute respiratory infectious disease or have been diagnosed with Covid-19.</p> <p>2. The Programme Director and the Study Department follow the student's study process and support it.</p> <p>3. If signs of an acute respiratory infection have been detected in two or more students and a group illness is suspected, the RGSL Director shall ensure the provision of information by telephone to the epidemiologist of the Centre.</p>

		student studies remotely, individually following the study materials and consulting the lecturer as much as possible.		
2.	A student at <u>RGSL</u> finds that there are signs of respiratory infectious diseases (fever, cough, shortness of breath)	<ol style="list-style-type: none"> 1. The student immediately informs the Study Department about it. 2. If a serious health problem is detected, the student expects Emergency Medical Assistance. 3. If the state of health allows it, the student immediately goes home, trying to avoid contact with other persons, as well as using a face mask or mouth and nose cover. 4. The student contacts the doctor and follows the doctor's instructions. 5. If a doctor prescribes a test, a student may not come to RGSL until: 1) the symptoms of the 	<ol style="list-style-type: none"> 1. If the lecturer receives information from the student about the possible illness and the expected absence, the lecturer informs the student about the remote learning opportunities. 2. The lecturer supports the student as much as possible. If there are several students who cannot participate in the full-time study process, the lecturer may consider holding online consultations. 	<ol style="list-style-type: none"> 1. After receiving the information, the study department immediately informs the RGSL Director about the student who has been diagnosed with the disease. 2. If a serious health disorder is detected, the RGSL Director or Study Department shall call an Emergency Medical Assistance. 3. The Study Department makes an entry in the register about those students who show signs of acute respiratory infectious disease or have been diagnosed with Covid-19. 4. The Programme Director and the Study Department follow the student's study process and support it. 5. If signs of an acute respiratory infection have been detected in two or

		<p>disease have passed and 2) a negative test has been received.</p> <p>6. Anticipating that the student will not be able to visit RGSL for some time, the student informs (by sending an e-mail) the RGSL Director, the lecturers of the respective current courses, the Programme Director and the Administrator of the Study Department. From now on, the student studies remotely, individually following the study materials and consulting the lecturer as much as possible.</p>		<p>more students and a group illness is suspected, the RGSL Director shall ensure the provision of information by telephone to the epidemiologist of the Centre.</p>
3.	<p>RGSL lecturer, being <u>outside RGSL</u>, finds that there are signs of respiratory infectious diseases (fever, cough, shortness of breath)</p>	<p>Students follow the current information about the study process.</p>	<ol style="list-style-type: none"> 1. The lecturer in no case comes to RGSL. 2. The lecturer communicates with the doctor and acts in accordance with the doctor's instructions. 3. If a doctor prescribes a test, the lecturer may not come to RGSL until: 1) the symptoms of the disease 	<ol style="list-style-type: none"> 1. The RGSL Director shall make an entry in the register of RGSL staff and guest lecturers who show signs of acute respiratory infectious disease or have been diagnosed with Covid-19. 2. If signs of an acute respiratory infection have been detected in two or more employees and visiting assistants have suspected group illness, the RGSL

			<p>have passed and 2) a negative test has been received.</p> <p>4. The lecturer informs (by sending an e-mail) the RGSL Director, the Programme Director and the Administrator of the Study Department.</p> <p>5. As far as possible, the lecturer organises the study process remotely or agrees with the Programme Director on the transfer of the study course to another time. The Programme Director may invite another lecturer to organise the respective study course.</p>	<p>Director shall ensure the provision of information by telephone to the epidemiologist of the Centre.</p> <p>3. The Programme Director and the Study Department support the teaching staff in ensuring the study process.</p>
4.	RGSL lecturer, <u>while at RGSL</u> , finds that there are signs of respiratory infectious diseases (fever, cough, shortness of breath)	Students follow the current information about the study process.	<p>1. The lecturer shall immediately inform the RGSL Director and / or the Programme Director.</p> <p>2. If a serious health disorder is detected, the lecturer expects Emergency Medical Assistance.</p> <p>3. If the state of health allows it, the lecturer immediately goes home,</p>	<p>1. If a serious health disorder is detected, the RGSL Director shall call an Emergency Medical Service.</p> <p>2. The RGSL Director or Study Department shall make an entry in the register of RGSL personnel who show signs of acute respiratory infectious</p>

			<p>trying to avoid contact with other persons, as well as using a face mask or mouth and nose cover.</p> <p>4. The lecturer communicates with the doctor and follows the doctor's instructions.</p> <p>5. If a doctor prescribes to perform a test, a lecturer may not come to RGS� until: 1) the symptoms of the disease have passed and 2) a negative test has been received.</p> <p>6. As far as possible, the lecturer organises the study process remotely or agrees with the Programme Director on the transfer of the study course to another time. The Programme Director may invite another lecturer to organise the respective study course.</p>	<p>disease or have been diagnosed with Covid-19.</p> <p>3. If signs of an acute respiratory infection have been detected in two or more employees and guest lecturers and a group illness is suspected, the RGS� Director shall ensure the provision of information by telephone to the epidemiologist of the Centre.</p> <p>4. The Programme Director and the Study Department support the teaching staff in ensuring the study process.</p>
5.	RGS� administrative staff, <u>being outside RGS�</u> , finds signs of respiratory infectious diseases (fever,	Students follow the current information about the study process.	The teaching staff follows the current information about the study process.	1. The administrative staff shall immediately inform the RGS� Director thereof.

	cough, shortness of breath)			<p>2. The RGSL Director shall make an entry in the register of RGSL staff and guest lecturers who show signs of acute respiratory infectious disease or have been diagnosed with Covid-19.</p> <p>3. If signs of an acute respiratory infection have been detected in two or more employees and guest lecturers and a group illness is suspected, the RGSL Director shall ensure the provision of information by telephone to the epidemiologist of the Centre.</p> <p>5. The staff member shall contact the doctor and follow the doctor's instructions.</p> <p>6. If a doctor prescribes a test, an employee may not come to RGSL until: 1) the symptoms of the disease have passed and 2) a negative test has been received.</p> <p>7. The employee opens a sick page or agrees with the RGSL Director on the work remotely.</p>
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6.	RGS� administrative staff, <u>while at RGS�</u> , find that there are signs of respiratory infectious diseases (fever, cough, shortness of breath)	Students follow the current information about the study process.	The teaching staff follows the current information about the study process.	<ol style="list-style-type: none"> 1. The administrative staff shall immediately inform the RGS� Director thereof. 2. If a serious health disorder is detected, the RGS� Director shall call an Emergency Medical Assistance. 3. The RGS� Director shall make an entry in the register of RGS� staff and guest lecturers who show signs of acute respiratory infectious disease or have been diagnosed with Covid-19. 4. If signs of an acute respiratory infection have been detected in two or more employees and visiting lecturers and a group illness is suspected, the RGS� Director shall ensure the provision of information by telephone to the epidemiologist of the Centre. 5. If his state of health so permits, the staff member shall immediately go home, trying to avoid contact with other persons and using a face mask or mouth and nose mask.
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7.	The Centre quarantines the whole group / course / RGSL.	Studies take place remotely - the student follows the current information about the organisation of the study process.	Studies take place remotely - the lecturer, in consultation with the Programme directors, organises the study process remotely.	<p>1. The Director of RGSL shall ensure the implementation of anti-epidemic measures specified by the SPC.</p> <p>2. The RGSL Director informs the RGSL Board, staff (and guest lecturers) and students about the fact of infection and the received instructions of the Centre.</p> <p>3. The RGSL director, rector or representative of the board informs the Ministry of Education and Science of Republic of Latvia (pasts@izm.gov.lv) and the State Education Quality Service</p>

				<p>of Republic of Latvia (ikvd@ikvd.gov.lv) about the fact if quarantine is established in RGSL.</p> <p>4. The Programme Directors in cooperation with the Study Department ensure the organisation of the study process remotely.</p>
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