



RIGA  
GRADUATE  
SCHOOL OF  
LAW

APPROVED  
Riga Graduate School of Law  
Director Ieva Račenāja

19 August 2020, No. \_\_\_\_\_

  
(signature)

**Riga Graduate School of Law regulations on the implementation of precautionary measures to limit the spread of Covid-19 infection**

**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 (hereinafter – the Regulations) determine the procedure for RGSL to provide information, distance, hygiene requirements, personal health monitoring and compliance with the resulting requirements.
- 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 and colleges 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 is valid until the RGSL revokes the Regulations. 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](mailto:ieva.racenaja@rgsl.edu.lv)).

**2. Compliance with home quarantine and isolation conditions and health surveillance**

- 2.1. RGSL informs the staff, guest lecturers and students, as well as tenants and regular 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 posting directions in the premises of RGSL.
- 2.2. It is forbidden to be in the premises of RGSL for persons who, in accordance with the legislation and the specified epidemiological control measures, have established self-isolation or home quarantine.
- 2.3. It is forbidden to come and stay in the RGSL premises for persons with signs of respiratory infection (cough, shortness of breath, fever).
- 2.4. The staff as well as guest lecturers and students must immediately inform the RGSL responsible person if they have a case of Covid-19 infection.
- 2.5. The RGSL responsible person identifies persons who correspond to the risk group of Covid-19 infection (seniors over 65 years and people with chronic diseases). These persons are invited to monitor their health condition, treat the chronic disease to prevent exacerbations of the disease, observe preventive measures, do not go to RGSL with signs of the disease, use a face mask or nose and mouth cover. It is also possible to agree with these persons to perform partial work remotely.
- 2.6. In case one of the RGSL staff or students goes abroad, then when returning to Latvia, the current list of countries and territories ([www.spkc.gov.lv](http://www.spkc.gov.lv)) must be checked, upon arrival of which 14 days of self-isolation must be observed. When returning from these countries and territories indicated in the list, RGSL premises may not be visited for 14 days.

### **3. Action in case of suspicion or detection of infection in RGSL**

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.

- 3.4. 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.
- 3.5. 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.
- 3.6. 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.
- 3.7. 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.
- 3.8. 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.
- 3.9. Detailed RGSL action to control the spread of Covid-19 infection is described in the Appendix.

#### **4. Distancing measures**

- 4.1. The RGSL responsible person identifies places in RGSL outdoors and indoors where there is a risk of crowding a large number of people, such as wardrobes and corridors near large auditoriums, and in cooperation with the Study Department plans the flow of people in these places to prevent crowding.
- 4.2. The study process can be organised in one auditorium, without observing the distance of 2 meters, if this is not possible.
- 4.3. The number of students in elective study courses is planned in such a way as to prevent crowding of students.
- 4.4. Congestion is prevented at RGSL by preparing instructions on the prevention of gatherings, as well as by informing the staff, guest lecturers and students about it, by

- posting information about it on the RGSL website, social accounts, Intranet, as well as by sending out e-mails.
- 4.5. In order to ensure the conditions for distance, the auditorium premises are not closed during the specified study and working hours.
  - 4.6. In places visible to students, staff, guest lecturers and visitors, RGSL has clearly legible instructions on the need to observe a distance of 2 meters from other persons.
  - 4.7. When staying in rooms where it is not possible to keep a distance of 2 meters, it is recommended to use a mouth and nose guard and leave these rooms as soon as possible, avoiding prolonged contact with other persons.
  - 4.8. RGSL staff, guest lecturers and students have access to mouth and nose protectors and individual hand disinfectants.
  - 4.9. RGSL informs staff, guest lecturers and students about the use of the mobile application for identifying and informing the contact persons "Apturi Covid" (<https://apturicovid.lv/>) by using directions, posting information about it on the RGSL website, social accounts, Intranet, as well as sending out e-mails.
  - 4.10. RGSL students are invited to use RGSL premises as little as possible outside the set full-time lecture schedule.
  - 4.11. In the events organised by the RGSL Student Association, the requirements specified in the Regulations of the Cabinet of Ministers must be observed.
  - 4.12. RGSL staff and guest lecturers can disregard the restrictions on distance by avoiding gatherings outside working hours.
  - 4.13. RGSL promotes remote work of administrative staff in accordance with the possibilities and specifics of work responsibilities. The possibilities and procedure for performing remote work must be coordinated with the RGSL Director.
  - 4.14. The requirements of the Regulations of the Cabinet of Ministers must be observed in the short-term lease of RGSL premises.
  - 4.15. The requirements of the Regulations of the Cabinet of Ministers must be observed in all events organised in the premises of RGSL.

## **5. Ensuring hygiene**

- 5.1. 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.
- 5.2. Hygienic hand and mouth guards are available for RGSL staff and students. RGSL invites students to use mouth and nose cover as needed.
- 5.3. RGSL has clear, legible information accessible to students, staff and guest lecturers with a reminder about personal hygiene.
- 5.4. 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.

- 5.5. 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.

## **6. Organisation of the study process**

- 6.1. From August 1, 2020, all study programmes at RGSL are implemented in-class.
- 6.2. The Study Department not later than two weeks before the beginning of the academic year 2020/2021, informs foreign applicants and students about the requirements referred to in these Regulations, including the conditions for self-isolation.
- 6.3. The Study Department collects information on the time of arrival of the foreign student and the address of the place of residence in the Republic of Latvia, as well as, if possible and necessary, in cooperation with the student provides him with the opportunity to observe self-isolation if the foreign student has informed RGSL about arrival in Latvia.
- 6.4. Classes, midterms and final exams are organised in such a way that it is possible to ventilate the premises every 45 minutes.
- 6.5. Students are not required to attend classes. However, in order to ensure the monitoring of student flow, student attendance is recorded, which does not affect student assessment. In case a student is unable to participate in the intermediate examination or final exam in person due to his / her health condition, the student agrees with the Study Department on passing the free intermediate examination or examination at another time.
- 6.6. Evaluating the risks and opportunities for distance, study programmes or a part thereof can be implemented remotely in accordance with the Regulations of the Cabinet of Ministers. In this case, the Programme Directors in consultation with the RGSL Rector and in cooperation with the Study Department organise the distance learning process, ensuring the technical course of studies and informing students and lecturers about it. With no significant deterioration of the epidemiological situation, the RGSL should, as far as possible, give preference to the full-time study process.
- 6.7. The Study Department collects information on how much of the study programme is implemented remotely.
- 6.8. The Study Department prepares the necessary amendments to the study agreement, stipulating that study programmes or their parts can be implemented remotely for security reasons, in situations specified in external regulatory enactments, as well as in the Action plan for the organisation of the study process at the RGS in remote or partially remote form to limit the spread of Covid-19.
- 6.9. When organising an international student exchange, the RGSL Erasmus Coordinator follows up-to-date information on the situation of Covid-19 in the partner countries and

contacts the partner institutions to provide mobility programme applicants with timely information on their opportunities, including partial or full remote exchange.

## **7. Terms of use of library services**

- 7.1. RGSL library services are available only to RGSL and Stockholm School of Economics in Riga students, staff and guest lecturers. Books are exchanged by ordering them in the library catalogue and receiving them in the specified manner.
- 7.2. Guests can use the library services remotely by ordering books from the library catalogue and receiving them as specified.
- 7.3. It is allowed to stay in the library premises within a distance of 2 meters. If this is not observed, the RGSL management may decide to close the library to visitors.
- 7.4. 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.	<u>At home</u> , the student finds that there are signs of an infectious respiratory disease (fever, cough, shortness of breath)	<ol style="list-style-type: none"> <li>1. The student in no case comes to RGSL.</li> <li>2. The student contacts the doctor and follows the doctor's instructions.</li> <li>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.</li> <li>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,</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. The Programme Director and the Study Department follow the student's study process and support it.</li> <li>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.</li> </ol>

		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.	
2.	A student at RGSL finds that there are signs of respiratory infectious diseases (fever, cough, shortness of breath)	<p>1. The student immediately informs the Study Department about it.</p> <p>2. If a serious health problem is detected, the student expects Emergency Medical Assistance.</p> <p>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.</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. After receiving the information, the study department immediately informs the RGSL Director about the student who has been diagnosed with the disease.</p> <p>2. If a serious health disorder is detected, the RGSL Director or Study Department shall call an Emergency Medical Assistance.</p> <p>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.</p>



		<p>4. The student contacts the doctor and follows the doctor's instructions.</p> <p>5. 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>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</p>		<p>4. The Programme Director and the Study Department follow the student's study process and support it.</p> <p>5. 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>
--	--	--	--	--

		lecturer as much as possible.		
3.	RGSL lecturer, being outside RGSL, 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 in no case comes to RGSL.</p> <p>2. The lecturer communicates with the doctor and acts in accordance with the doctor's instructions.</p> <p>3. If a doctor prescribes a test, the lecturer 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. 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</p>	<p>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.</p> <p>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 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>

			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.	
4.	RGSL lecturer, while at <u>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, 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>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 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. If a doctor prescribes to perform a test, a lecturer may not come to RGSL 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>4. The Programme Director and the Study Department support the teaching staff in ensuring the study process.</p>
5.	RGSL administrative staff, <u>being outside RGSL</u> , finds signs of respiratory infectious diseases (fever, cough, shortness of breath)	Students follow the current information about the study process.	<p>The teaching staff follows the current information about the study process.</p>	<p>1. The administrative staff shall immediately inform the RGSL Director thereof.</p> <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>
6.	RGSL administrative staff, while at RGSL, find that there are signs of respiratory infectious diseases	Students follow the current information about the study process.	The teaching staff follows the current information about the study process.	<p>1. The administrative staff shall immediately inform the RGSL Director thereof.</p>

	(fever, cough, shortness of breath)			<p>2. If a serious health disorder is detected, the RGSL Director shall call an Emergency Medical Assistance.</p> <p>3. 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>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 RGSL Director shall ensure the provision of information by telephone to the epidemiologist of the Centre.</p> <p>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.</p>
--	-------------------------------------	--	--	--



				<p>6. The employee shall contact the doctor and follow the doctor's instructions.</p> <p>7. 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>8. The employee opens a sick page or agrees with the RGSL Director on the work remotely.</p>
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</p>

				<p>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 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>
--	--	--	--	---