

HOTEL SCHOOL

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VIESNĪCU BIZNESA KOLEDŽA

"HOTEL SCHOOL" Hotel Management College
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APPROVED:

_____ J. Pasnaka
Interim Executive Director

Riga, August 17, 2020

No 4-3/6

COVID-19 INFECTION CONTAINMENT PROCEDURES FOR "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE

*in accordance with Cabinet Regulation
No 360 of June 9, 2020,
"Epidemiological security measures to
limit the spread of Covid-19 infection"
Section 26 un 27.2.*

1. The "HOTEL SCHOOL" Hotel Management College (hereinafter – College) procedures for Covid-19 infection containment are based on the basic principles set out in the Cabinet Regulation No. 360 of June 9, 2020, "Epidemiological security measures to limit the spread of Covid-19 infection" (hereinafter Cabinet Regulation No 360), and are in force from September 1, 2020.
2. The person responsible for the coordination and supervision of the implementation of this procedure is Jūlija Pasnaka (julija@hotelschool.lv), who is responsible for informing all College students and staff about the rules of the procedures and their application measures.

PROCEDURE FOR SOCIAL DISTANCING AT COLLEGE

3. The College does not allow the presence of persons who show signs of respiratory infectious diseases. It is also prohibited to stay in the College premises in case of quarantine, isolation or self-isolation.
4. When entering the College premises students, staff and visitors are obliged to disinfect their hands using the hand sanitizers that are placed at the entrance.
5. Students, staff and visitors are obliged to observe the 2 metre social distance in the common areas of the College (e.g. cloakroom, corridors).

6. Students, staff and visitors are obliged to have a face mask or mouth and nose covering and use it in the common areas of the College (e.g. cloakroom, corridors) in case of a crowding. The use of a face mask or mouth and nose covering is also recommended in other College premises if the College or community undergoes increased risk of Covid-19 infection.
7. When using shared computers in auditoriums, library or computer class, students are obliged to re-disinfect their hands using the hand sanitizers placed at College premises.
8. Gatherings in College premises, including the organization of events, extra - curricular and work-related activities are prohibited.
9. The responsible person for the supervision of the social distancing measures in College premises is Linda Šnore.

PROCEDURE FOR THE ORGANISATION OF STUDIES

10. Studies at the College are held in person.
11. In order to exclude the simultaneous gathering of many groups of students in common areas, the academic staff organizes 15-minute breaks between classes at as many different times as possible.
12. In order to ensure the social distancing as well as to manage the organization of student flow, the teaching staff can provide $\frac{1}{4}$ of their course lessons remotely, i.e. lectures or seminars of the study schedule can be conducted online via College e-study platform (www.e-hotelschool.lv) using the application *Big Blue Button*. It is the duty of the teaching staff to inform students about the specific days when classes are held remotely, i.e. online, by publishing the relevant announcement on the College e-study platform (section - Course) during the first week of the course. Practical sessions are to be held in person.
13. In the event that a foreign student is unable to travel to Latvia due to the restrictions, he/she is obliged to inform the Academic Department of the College by writing an e-mail to jekaterina@hotelschool.lv. The studies for such a foreign student are organized remotely in the e-learning environment of the College (www.e-hotelschool.lv), and the student is obliged to assist the studies using the online platform on the dates and times set out in the class schedule, as well as to complete the tasks of the independent work and to submit them for evaluation in the previously mentioned platform by the deadlines set by the lecturer.
14. In the event that the Centre for Disease Prevention and Control has applied mandatory anti-epidemic measures to the student, it is his/her responsibility to inform the Academic Department of the College by writing an e-mail to jekaterina@hotelschool.lv. The studies for such a student are organized remotely in the e-learning environment of the College (www.e-hotelschool.lv), and the student is obliged to assist the studies using the online platform on the dates and times set out in the class schedule, as well as to complete the tasks of the independent work and to submit them for evaluation in the previously mentioned platform by the deadlines set by the lecturer.
15. In the event that the Centre for Disease Prevention and Control has applied mandatory anti-epidemic measures to the teaching staff, it is his/her responsibility to inform the College by writing an e-mail to olga@hotelschool.lv. In this case, the lecturer works remotely using the College e-learning environment (www.e-hotelschool.lv) and ensures the implementation of online classes using the *Big Blue Button* application, on the dates

and times set out in the class schedule. The assessment of students' independent work and tests is performed remotely from home.

16. In the event that the Centre for Disease Prevention and Control has applied mandatory anti-epidemic measures to the general staff, it is his/her responsibility to inform the College Director by writing an e-mail to olga@hotelschool.lv. In this case, the employee continues to work remotely according to the instructions provided by his/her immediate supervisor.
17. In the event that the Centre for Disease Prevention and Control has applied mandatory anti-epidemic measures to the College or if the epidemiological situation, according to the information provided by the Centre for Disease Prevention and Control, deteriorates due to the prevalence of Covid-19 infection in Riga, and it is necessary to implement the studies partially or completely remotely in accordance with the guidelines of the Ministry of Education and Science, the studies shall be organised remotely in accordance with Sections 12, 13, 14 and 15 of these Regulations and the Action Plan annexed to Appendix 1 to these Regulations.
18. Internships in companies may take place on-site or remotely, assessing the risks to all contracting parties. Students shall comply with the requirements set out in the internship placement. The College shall agree with the company on the prompt exchange of information if a case of Covid-19 infection is established at the placement. If necessary to comply with the epidemiological requirements, an amendments shall be issued for changes in the work organization of the educational process for each stage of the internship, which can be implemented remotely.
19. The College prepares an agreement on amendments to the study contract, stating that part of the study programme can be implemented remotely due to the security measures, as well as in situations specified in external normative acts. The tuition fee in this case remains unchanged. It is student's duty to sign the agreement.
20. The person responsible for the organization of studies at the College is Olga Zvereva.

PROCEDURE FOR INFORMATION MANAGEMENT

21. The College communicates with students through an online study platform (www.e-hotelschool.lv). Each student is obliged to log in to the platform at least once a day, except for holidays, and to get acquainted with the current information about the organization of studies and other issues. In addition to the flow of urgent information, the College may use also other means of communication, such as e-mail, telephone, social networks. The person responsible for communicating with the students is Jekaterina Sadovaja.
22. The teaching staff implement communication with students through an online study platform (www.e-hotelschool.lv) by publishing up-to-date announcements on the section of their Course. The use of e-mail is also allowed for individual communication with students. The use of phone, including the *Whatsapp* application, and the use of social networks are prohibited.
23. In order to inform students and employees about the necessity to monitor their health and about Covid-19 prevention measures, clearly visible signs should be displayed in the College – 2 meter social distance, as well as reminders of hygiene. Also, the information about the usage of mobile application "Apturi Covid" should be published on social networks of the College. *"In Latvia a mobile application "Apturi Covid" is available for identifying and informing contacts which allows anyone to detect the risks of infection as soon as possible if they have been in close contact with Covid-19 patients and to make a*

decision on laboratory check and self-isolation, as well as to obtain recommendations and information for further action. A detailed information about the app can be obtained and easily downloaded by visiting the website <https://www.apuricovid.lv>." The responsible person for the execution of this provision of the information management is Olegs Nikadimovs.

24. The College collects information about the time of arrival of foreign students and the address of the residence. The College recommends a 14-day self-isolation for students who come from countries with high Covid-19 morbidity, and in cases where an infection has been confirmed or a person is recognized as a contact person. The responsible person for the execution of this provision of the information management is Jekaterina Sadovaja.

HYGIENE PROVISION

25. The College provides all students, staff, service providers and other visitors with the opportunity to follow hand hygiene, as well as to use the hand sanitizers.
26. College staff are obliged to regularly air their premises: teaching staff must air the audiences or a laboratory for at least 5 minutes at each break, the general staff must ensure that their offices are aired for at least 5 minutes per hour.
27. The cleaning of College premises must be carried out at least once a day, by thoroughly cleaning all the shared surfaces (e.g. door handles, table surfaces, chair armrests and support surfaces, toilets, water taps, touch-sensitive devices) using disinfectants at each time. The responsible person for the implementation of the hygiene regulations – Lilija Kapelka.

PROCEDURE FOR THE USE OF STUDENT ACCOMMODATION

28. When accommodating students at student accommodation (Ltd "HS apartments"), the College adheres to the following principles:
- 28.1. the common areas are used only where necessary and the gathering of students in common areas is not allowed;
- 28.2. the use of communal areas (toilets, shower rooms) is scheduled, to ensure that the distance of 2 metres is respected as much as possible and to prevent students from gathering;
- 28.3. the hand washing facilities equipped with warm water and soap are provided in each room, as well as hand sanitizers;
- 28.4. a clear and accessible information on hygiene is displayed to students in all premises, incl. toilets;
- 28.5. all common areas and surfaces are thoroughly cleaned.
29. The management of the College student accommodation should regularly monitor up-to-date information on the risk status of each country on the homepage of Centre for Disease Prevention and Control of Latvia (<https://spkc.gov.lv/lv/tavai-veselibai/aktualitate-par-jauno-koronavi/valstu-saslimstibas-raditaji-a/>), in order to set the necessary restrictions and inform students in a timely manner about the rules of self-isolation in accordance with the instructions of the Centre for Disease Prevention and Control (including activities that are or are not permitted, <https://covid19.gov.lv/covid-19/drosibas-pasakumi/pasizolacija>) – two weeks prior to the beginning of the academic year in accordance with Cabinet Regulation No 360.

30. If a student living in a College student accommodation is subject to quarantine, isolation or self-isolation, the College shall provide him/her with a separate room, a bathroom and catering as much as possible. The student is obliged to pay the fee for such a service in accordance with the price list of Ltd "HS apartments" in full before receiving the service.
31. In the case of remote studies, the conditions for the use and payment of accommodation remain unchanged.
32. If a person who has contracted Covid-19 or has been classified as a contact person and is living in the student accommodation, the Action Plan annexed to Appendix 2 of this Regulation shall be applied.
33. The person responsible for implementing and monitoring the procedure for the use of student accommodation and the Action Plan annexed to this Regulation is Konstantīns Špakovs.

ACTION IN CASE OF SUSPICION OR DETECTION OF INFECTION AT COLLEGE

34. If a College student shows signs of acute respiratory infection (fever, cough, shortness of breath) during his stay at the College, the student is obliged to go home immediately, inform the responsible person of the College by telephone (+371 6721 3037) and contact the general practitioner to agree on a further treatment. If contact with other people at the College or in public transport is possible, the student should wear a face mask or a mouth and nose covering.
35. If a College employee develops signs of an acute respiratory infectious disease (fever, cough, shortness of breath) in the course of his duties, the employee is obliged to stop performing his duties and go home, to inform the responsible person of the College by telephone (+371 6721 3037) and to contact the general practitioner to agree on a future treatment. If contact with other people at the College or in public transport is possible, the student should always wear a face mask or a mouth and nose covering .
36. If a staff member or a student at the College develops serious medical condition, the medical emergency service is called immediately.
37. If a college student or employee develops signs of an acute respiratory infection (fever, cough, shortness of breath) outside the College premises, the responsible person of the College (+371 6721 3037) should be informed by telephone and a contact with general practitioner should be arranged for a further treatment.
38. A student or employee may return to College only according to the instructions given by a medical professional.
39. If signs of acute respiratory infection are found in two or more students or employees and a group disease is suspected, these persons shall act in accordance with the provisions of the previous sections of this procedure, but the Director of the College decides on the possibility of further organization of the studies face-to-face or remotely in consultation with the Centre for Disease Prevention and Control (+371 67387661). Until the outcome of the decision, all College students and staff should wear face masks or mouth and nose coverings during their stay at the College Premises.
40. If a student or employee is diagnosed with Covid-19 infection and this case is epidemiologically related to the College, epidemiologists at the Center for Disease Prevention and Control will identify specific anti-epidemic measures according to the specific situation and give individual recommendations to the College management and

stakeholders, as well as decide on the need for quarantine for a separate group, course, or the entire College. The Director of the College is responsible for observing the instructions given by the Center for Disease Prevention and Control. The Director of the College informs the founder, staff and students of the College about the facts of the infection and the instructions received from the Center for Disease Prevention and Control, and the representative of the founder informs the Ministry of Education and Science (e-mail: pasts@izm.gov.lv) and Service for the Quality of Education (e-mail: ikvd@ikvd.gov.lv) of the fact in case College needs to be quarantined.

CONFIRMED:

*J. Pasnaka
Ltd "HOTEL SCHOOL" Hotel Management College
CEO of the Board
17.08.2020.*

ACTION PLAN IF A DECISION ON IMPLEMENTATION OF REMOTE STUDIES AT "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE IS TAKEN

1. The Director of the College issues an order for implementation of remote studies by setting a specific start and end date of the remote studies at the College.
2. The Academic Department informs students and staff about Director's order by publishing the relevant announcement on the College e-study platform (www.e-hotelschool.lv).
3. The teaching staff ensures the implementation of classes on the College e-study platform by using *Big Blue Button* application according to the dates and times of the class schedule. The evaluation of students' independent work and tests is carried out remotely from home.
4. Students assist their studies using the online platform of the College on the dates and times set out in the class schedule, complete the tasks of the independent work and submit them for evaluation in the previously mentioned platform by the deadline set by the lecturer.
5. The College general staff performs their duties remotely from home, by reporting the progress of work to their immediate supervisor on daily basis.
6. The Director of the College carries out planning, management and control of the implementation of the remote study process, by reporting the progress of work to the College Board on weekly basis.

CONFIRMED:

K. Špakovs
Ltd "HS apartments"
CEO of the Board
17.08.2020.

ACTION PLAN FOR THE STUDENT ACCOMMODATION IF A PERSON HAS CONTRACTED COVID-19 OR IS RECOGNISED AS A CONTACT PERSON

1. If a person is diagnosed with Covid-19 or is identified as a contact person at student accommodation, the person must immediately inform the management of the accommodation (+371 28379569, apartments@hotelschool.lv) and comply with Section 9 of Cabinet Regulation No 360 of 9 June 2020 "Epidemiological security measures".
2. The manager of the student accommodation immediately contacts the Centre for Disease Prevention and Control (+371 67387661) and consults the epidemiologist about the further steps and informs the management of Ltd "HS apartments" (konstantin@hotelschool.lv) as well as the management of Ltd "HOTEL SCHOOL" Hotel Management College (olga@hotelschool.lv).
3. The manager of the student accommodation informs other occupants and staff about the detected case of Covid-19 infection and the necessity to use face masks or mouth and nose coverings in all common areas (corridors, toilets, showers or bathrooms, kitchens).
4. The manager of the student accommodation organizes additional cleaning and disinfection activities in the rooms of the student accommodation.