

HOTEL SCHOOL



VIESNĪCU BIZNESĀ KOLEDŽĀ

"HOTEL SCHOOL" Hotel Management College
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APPROVED:

_____ J. Pasnaka
Director

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No. 4-2/5

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

in accordance with

*Guidelines by the Ministry of Education and Science
To Higher Education Institutions and Colleges
on Organising the Study Process
for Academic Year 2021/2022.
from 20.08.2021.*

*Cabinet Regulation No. 565 from 17.08.2021.
'Amendments to the Regulations of the Cabinet of Ministers No. 360
"Epidemiological precautions to limit the spread of Covid-19 infection",*

*Cabinet Regulation No. 332 from 27.05.2021.
'Amendments to the Regulations of the Cabinet of Ministers No. 360
"Epidemiological precautions to limit the spread of Covid-19 infection",*

*Cabinet Regulation No. 360
"Epidemiological safety measures
to limit the spread of Covid-19 infection" from 09.06.2020.*

1. The procedure established by **HOTEL SCHOOL Hotel Management College** (hereinafter - the College) for ensuring the requirements for containment the spread of Covid-19 infection is based on the basic principles set out in the Cabinet of Ministers Regulations No. 565 "Amendments to Cabinet Regulation 360 "Epidemiological safety measures for limiting the spread of Covid-19 infection" of 9 June 2020 "(hereinafter - Cabinet Regulation No. 565) and, where applicable, comply with Cabinet Regulation No. 360 "Epidemiological safety measures to limit the spread of Covid-19 infection" from 9 June 2020 (hereinafter - Cabinet Regulation No. 360).
2. The College person responsible for the coordination and supervision of the implementation of this procedure is Jūlija Pasnaka (julija@hotelschool.lv), whose duties include informing all students, students and employees of the College about the rules included in the procedure and their application.

ABIDANCE PROCEDURE AT THE COLLEGE

3. In accordance with Cabinet Regulation 565, p. 40, from 17 August 2021, the College **implements the process of obtaining education face-to-face (in person), including at all levels of education and organizes service hotel services face-to-face (in person)**, following the above-mentioned basic principles (information, distance, hygiene, monitoring of a person's state of health) and the requirements arising therefrom Cabinet Regulation 360 from 9 June 2020, p.4. The College does not allow the presence of persons with signs of respiratory infectious diseases. It is also prohibited to stay at the College's premises for persons in case of quarantine, isolation or self-isolation. The institution recommends special precautions for people at risk of Covid-19 infection - seniors and people with chronic illnesses: monitor their health, treat the chronic illness to prevent exacerbations, follow preventive measures, do not go to the College with signs of illness.
 - 3.1. 'Self-isolation is the separation of a person from other persons at the place of residence or stay in order to prevent the risk of infection to other persons if there is an epidemiologically reasonable suspicion that this person has been in an increased risk of infection. A sick-leave certificate is not issued for the period of self-isolation (Cabinet Regulation Nr.565 from 17.08.2021.). Self-isolation must be proceeded for 10 days. The self-isolation time can be shortened if the test is repeated on day 7 and is negative. '(SPKC, <https://covid19.gov.lv/covid-19/drosibas-pasakumi/pasizolacija>)
 - 3.2. A quarantine (or so-called self-quarantine) isolates and restricts movement of those people who may have been at risk of becoming infected with Covid-19 but feel healthy and asymptomatic. A 14-day quarantine is mandatory and means that during its entirety the person must be at home, in a hospital, or in a special place. Home quarantine may be terminated earlier with the doctor's permission if the test on day 10 is negative. (SPKC, <https://covid19.gov.lv/covid-19/drosibas-pasakumi/karantina>)
 - 3.3. '**Isolation** - mandatory separation of an infected person from healthy persons at the place of residence, place of stay, or medical treatment institution for medical treatment under supervision of a medical practitioner, ensuring appropriate conditions to preclude healthy persons from becoming infected. A sick-leave certificate may be issued to the person for the period of isolation'. (Cabinet Regulation 360, p.2.5. from 09.06.2020.).
 - 3.4. Strict isolation at home or in the hospital - complete isolation from healthy people. (LR Ministry of Health, www.covid19.gov.lv).
 - 3.5. '**Digital Covid-19 certificate** is the evidence that the person has been vaccinated against Covid-19, tested for Covid-19, or recovered from virus. It can be used in the territory of the Republic of Latvia, for example, as a confirmation of receiving a service, attending an institution or event. (Ministry of Health of the Republic of Latvia). Digital Covid-19 certificate can be reviewed at www.covid19sertifikats.lv
 - 3.6. '**Certificate of Covid-19 recovery if the resident has been infected with Covid-19**: Certificate of Covid-19 recovery if the resident has been infected with Covid-19: A person's vaccination against Covid-19, testing for SARS-CoV-2, or co-infection with Covid-19 is evidenced by an interoperable vaccination, recovery or testing certificate. (Cabinet Regulation 360, p. 38).

- 3.7. **Digital Covid-19 certificate:** 'From June 1, 2021, everyone has the opportunity to obtain an electronic certificate electronically, which confirms the fact of vaccination against Covid-19 or the spread of the virus. "Ministry of Health, www.covid19.gov.lv). The Covid-19 digital certificate is proof that a person has been vaccinated against Covid-19, tested for Covid-19, or recovered from a virus. It can be used in the territory of the Republic of Latvia, for example, as a confirmation of receiving a service, attending an institution or event.
- 3.7.1. Certificate of vaccination against Covid-19.
- 3.7.2. Certificate of Covid-19 laboratory test results.
- 3.7.3. Certificate of Covid-19 recovery if the resident has been infected with Covid-19. (Ministry of Health, www.covid19.gov.lv).
- 3.8. **An interoperable test certificate** shall be issued in accordance with paragraph 38.19 of Cabinet Regulation 38.19 if the person has been subjected to a Covid-19 test for SARS-CoV-2 virus RNA or a rapid antigen test included in Council Recommendation 2021 / C 24/01 and the result of this test is negative or positive, except in subjects who have been laboratory confirmed for Covid-19 infection by SARS-CoV-2 virus RNA and less than 11 days have elapsed since the date of sampling for one episode of the first positive test. When performing such a test, it is noted that it was done for the purpose of issuing an interoperable test certificate. (Cabinet Regulation 360, p. 38.¹⁷).
- 3.9. **Distancing: at least the following precautions shall be taken to ensure distance (Cabinet Regulation 360, p.6.):**
- 3.9.1. where possible, a physical distance of two meters shall be observed; (MK 360, p.6.1.)
- 3.9.2. without following Cabinet Regulation 360 p. 6.1. requirement, may meet at the same time in public indoor and outdoor spaces:
- 3.9.2.1. not more than two persons; (Cabinet Regulation 360, p. 6.2.1.)
- 3.9.2.2. persons, who live in one household; (Cabinet Regulation 360, p.6.2.2.)
- 3.9.2.3. persons who cannot comply with the said requirements due to work or official duties; (Cabinet Regulation 360, p. 6.2.4.)
- 3.9.2.4. in the acquisition of an educational programme within one class, group or course; (Cabinet Regulation 360, p.6.2.10.)
- 3.10. Face masks (mouth and nose masks): Medical or non-medical (hygienic or cloth) face masks are used indoors, including in workplaces, if there is more than one person in the room and if the person does not have a valid Covid 19 certificate. (Cabinet Regulation 360, p.6., p.6.3.1.).
- 3.11. Human flow control: controls the flow of people to prevent congestion at entrances, exits, toilets, and elsewhere where there is increased crowding;; (Cabinet Regulation 360, p.6.5);
- 3.12. Gathering: Restricts the gathering of employees outside of work; (Cabinet Regulation 360, p.6.8)
- 3.13. If the 14-day cumulative number of Covid-19 cases per 100,000 inhabitants is less than 100, the area intended for the provision of such a service and the permissible number of persons shall be determined, without changing other epidemiological safety requirements (Cabinet Regulation 360, p. 14): no more than 20 persons may gather indoors, but no more than 50 persons may gather outdoors (Cabinet Regulation 360, p.14.1.);

- 3.13.1. In the College library and similar objects (Cabinet Regulation 360, p.14.3): not less than 10 m² of the available room area is provided for one person (Cabinet Regulation 360, p.14.3.1), and no more than 30 persons may be in one room at a time (Cabinet Regulation 360, p.14.3.2);
- 3.14. If the 14-day cumulative number of Covid-19 cases per 100,000 population is less than 20, until such time as it does not exceed 25, such facilities for epidemiological safety measures shall be granted, without changing the other epidemiological safety requirements specified in these Regulations (Cabinet Regulation 360, p.14); no more than 50 persons may gather indoors, but no more than 100 persons may gather outdoors (Cabinet Regulation 360, p.14.1); the library does not have to comply with the conditions specified for the area (Cabinet Regulation 360, p.14.3).
- 3.15. In accordance with Cabinet Regulation 360, p. 38, p.38.1., in the version of Cabinet Regulation 565, p.13, "Persons who have an interoperable certificate of recovery certifying that the person has recovered from COVID-19 infection or an interoperable vaccination certificate certifying that the person has been vaccinated against COVID-19 infection and fourteen days have passed since completion of the full vaccination course with vaccines authorised with the European Medicines Agency or with an equivalent regulator or recognised by the World Health Organization in accordance with the instructions for use of the vaccine or twenty-two to ninety days have passed since receipt of the first dose of the Vaxzevria vaccine and immediately after receipt of the second dose of the Vaxzevria vaccine, or persons for whom not more than 180 days have passed since an episode of infection with SARS-CoV-2 confirmed in a laboratory by detecting the SARS-CoV-2 virus RNA or fourteen days have passed since receipt of one dose of the vaccine authorised with the European Medicines Agency or with an equivalent regulator or recognised by the World Health Organization, may:"
- 3.15.1. In accordance with Cabinet Regulation 565, p.14, (amendment to Cabinet Regulation 360 p. 38.27), when there is no information that they comply with the requirements referred to in the introductory part of Paragraph 360, Paragraph 38.27 of the Cabinet Regulation, a distance of two meters is observed and mouth and nose masks are used.
- 3.16. In order to ensure the sustainability of the College's operations or the provision of public services, the College has the right to request and process information obtained from an employee regarding compliance with the status of a vaccinated or Covid-19 infected person. To ensure the provision of epidemiologically safe educational services, the College has the right to request and process information from a laboratory, student, learner or employee about the existence of an interoperable vaccination, testing or recovery certificate or confirmation (in paper or digital form) of a negative Covid-19 test result.
- 3.17. **Conditions related to Covid 19 for entry into the Republic of Latvia:**
- 3.17.1. Fill in www.covidpass.lv and follow the information in Cabinet Regulation 360 <https://likumi.lv/ta/id/315304-epidemiologiskas-drosibas-pasakumi-covid-19-infekcijas-izplatibas-ierobezosanai> ,
- 3.17.2. Covid 19 infopage <https://covid19.gov.lv/index.php/atbalsts-sabiedribai/piesardziga-celosana/parskats-par-ieceლოსanas-ierobežojumiem-un-drosibas>

3.17.3. On the website of the Ministry of Foreign Affairs of the Republic of Latvia <https://www.mfa.gov.lv/lv/informacija-par-dosanos-uz-arvalstim-un-iecelosanu-latvija-covid-19-ierobezojumu-laika>

4. **Covid-19 Testing:** The College organizes testing of learners in accordance with the algorithm published on the website of the Center for Disease Prevention and Control (Cabinet Regulation 360, p. 40.4. The College organizes testing of employees (except in the higher education programme) according to the algorithm published on the website of vaccination or recovery certificate. (Cabinet Regulation 360, p. 40.5).
 - 4.1. At the College, testing of learners (except higher education study programmes) is organized in cooperation with the laboratory that performs Covid-19 tests. The College has the right to transfer the data of the mentioned learner (name (s), surname, personal identification code, gender, address of declared, registered or indicated place of residence, contact information - telephone number, e-mail address, if any, country of citizenship, date of birth, class (course, group)) and the e-mail address of the legal representative of the adult or minor learner to the relevant laboratory. (Cabinet Regulation 360, p. 40.9.)
 - 4.2. In the case of a positive Covid-19 test, the laboratory shall inform the College. (Cabinet Regulation 360, p. 40.9.)
 - 4.3. The costs of testing Covid-19 are covered by the test subjects from their own resources. (LR Ministry of Education and Science, Guidelines from 20.08.2021.)
5. Upon entering the premises of the College, students, students, employees, as well as visitors are obliged to disinfect their hands, using the means for hand disinfection located at the entrance.
6. Students, learners, employees, as well as visitors are obliged to observe a distance of 2 meters in the common areas of the College (for example, in the wardrobe, corridors), study premises and also in other places where it is possible. There are clearly legible signs for students, trainees, staff and visitors - to keep a distance of 2 meters from other persons. If necessary, appropriate markings on the floor is arranged.
7. **Entering and staying at the College premises (shared, study and other places) is allowed only by using face masks.**
 - 7.1. **Face masks may not be used unless there is an interoperability vaccination or recovery certificate and there are no persons in the room without an interoperable vaccination or recovery certificate.**
 - 7.2. **Until October 10, 2021, a student, learner, visitor, employee without an interoperable vaccination or recovery certificate, but with a certificate (paper or digital) of a negative Covid-19 test performed within the last 48 hours according to the Center for Disease Prevention and Control for the algorithm published on the website, need to use a face mask. (Starting from October 11, 2021, students and employees of higher educational programme are not allowed to participate in the study process face-to-face without interoperable vaccination or recovery certificate).**
8. When using shared computers in auditoriums, libraries or computer classrooms, students, trainees, employees are obliged to re-disinfect their hands, using the means for hand disinfection located in the office.
9. Gathering at the College's premises, including the organisation of events outside study and work duties is prohibited.
 - 9.1. College staff with Covid-19 certificates proceed additional precautions during communication, including not meeting face-to-face (for example, avoiding joint

work breaks or pauses), but if this happens, keep a distance of 2m to reduce the risk of staff being infected with Covid-19;

- 9.2. An employee without a Covid-19 certificate, but with a certificate (in paper or digital form) of a negative Covid-19 test performed within the last 48 hours according to the algorithm published on the Centers for Disease Control and Prevention's website, must wear a face mask during communication/ contact.
- 10. Visitors:** may enter the College only in a face mask only with a valid Covid-19 certificate or a negative Covid-19 test performed not later than 48 hours before presenting the Covid-19 certificate or test for examination; not to come to the College and communicate electronically or by phone without a Covid-19 certificate or a negative Covid-19 test; use a face mask in common areas; a face mask may not be used on the premises of the office if all those present have a Covid-19 certificate;
- 11. For College students of the 1st level professional higher educational programme:** may enter the College only in a face mask and be in the common areas only in a face mask, may participate in the study without masks only within his / her group, if all those present have valid Covid-19 certificates; until October 10, 2021, may participate in face-to-face studies with a valid Covid-19 certificate and a negative Covid-19 test performed during the last 48 hours; starting from October 11, 2021, you can only participate in the study process in person with a valid Covid-19 certificate, and without a Covid-19 certificate, studies are only available online. If at least one student does not have a Covid-19 certificate, everyone within the group must use face masks by October 10, 2021.
- 12. Employees participating in the implementation of the 1st level professional higher educational programme:** may enter the College only in a face mask and be in the common areas only in a face mask, may participate in the implementation of the study process without masks only within a group, if all present have valid Covid-19 certificates; until October 10, 2021, may participate in the implementation of the study process face-to-face with a valid Covid-19 certificate and a negative Covid-19 test performed during the last 48 hours; starting from October 11, 2021 can only participate in the study process face-to-face with a valid Covid-19 certificate, and without a Covid-19 certificate, studies can only be conducted online remotely. If at least one student or employee present does not have a Covid-19 certificate, everyone within the group must use face masks by October 10, 2021.
- 13. Learners who participate in the acquisition of professional development, further education and non-formal education programmes:** may enter the College only in a face mask and be in the common areas only in a face mask, may participate in the implementation of the study process without masks only within their group, if all those present have valid Covid-19 certificates; may participate in the implementation of the study process in person with a valid Covid-19 certificate and a negative Covid-19 test performed during the last 48 hours; If at least one trainee or attendee is not Covid-19 certified, everyone within the group should wear face masks, even if there is a negative Covid-19 test.
- 14. Employees participating in the implementation of professional development, further education and non-formal education programmes:** may enter the College only in a face mask and be in the common areas only in a face mask, may participate in the implementation of the study process without masks only within a group, if all present have valid Covid-19 certificates; may participate in the implementation of the study process in person with a valid Covid-19 certificate and a negative Covid-19 test performed during the last 48 hours; If at least one learner or attendee is not Covid-19

certified, everyone within the group should wear face masks, even if there is a negative Covid-19 test.

15. The person responsible for the supervision of the abidance procedure at the College is Baiba Berziņa, including (Cabinet Regulation 360, p.40.1.):

- 15.1. On testing of learners and employees (except in higher educational study programs), but related to testing of secondary education learners according to the algorithm published on the website of the Center for Disease Prevention and Control, (Cabinet Regulation 360, p. 40.4.):
- 15.2. organisation and control of the flow of students, learners and other visitors;
- 15.3. verification of interoperable vaccination or recovery certificates in paper or digital form using the COVID-19 Verify application; or a Covid-19 negative test confirmation test performed within the last 48 hours according to an algorithm published on the website of the Center for Disease Prevention and Control;
- 15.4. for the use of common areas;
- 15.5. for individual acquisition of practical practical skills of a vocational educational programme in an educational institution without the presence of a teacher.

PROCEDURE OF STUDY WORK ORGANISATION

16. Implementation of the College's 1st level professional higher education programme:

In accordance with Cabinet Regulation No. 565 from 17 August 2021, persons with an interoperable vaccination or certificate of recovery shall participate in the implementation and acquisition of the 1st level professional higher education study program face-to-face at the College.

- 16.1. The College implements 1st level professional higher education programme, proceeds face-to-face work in the academic year 2021/2022., in a partially safe mode until October 10, 2021, and starting from October 11, 2021 in a safe mode.
 - 16.1.1. **Semi-safe mode** (for a limited transitional period until 10 October 2021 in order to obtain vaccination status until then): not only persons with valid vaccination or recovery certificates but also tested persons with an appropriate Covid 19 certificates of negative test result obtained in the last 48 hours may participate in face-to-face studies. Mouth and nose covers should be used by staff and students who do not have a valid Covid-19 certificate for vaccination or disease. The College director has the right, when assessing the epidemiological situation, to require the use of mouth and nose masks for everyone, regardless of the type of certificate. (Ministry of Science and Education, guidelines from 20.08.2021.)
 - 16.1.2. **Safe mode:** students, academic and technical staff participate in face-to-face implementation of the study programme only with a valid Covid-19 certificate on vaccination or recovery; (Ministry of Science and Education, guidelines from 20.08.2021.)
- 16.2. From 11 October 2021, employees without Covid-19 certificates and with a certificate (in paper or digital form) of a Covid-19 negative test performed within the last 48 hours according to the algorithm published on the website of the Center for Disease Prevention and Control may participate in the study

process implementation only remotely, if it is possible to ensure the study process remotely, ensuring that the level of study quality is not reduced.

- 16.3. Not later than one week before the beginning of the academic year 2021/2022, the College informs applicants and students (including foreign ones) about the requirements specified in the regulations of the Cabinet of Ministers 360 and the College requirements.
 - 16.4. Starting from October 11, 2021, students without valid Covid-19 certificates can participate in the study only remotely.
 - 16.5. Evaluating the epidemiological situation and taking into account the specifics of the study program, the College is entitled to make a reasoned decision on the full or partial course of the study program course or module remotely, ensuring that the study quality level does not decrease.
 - 16.6. The College must collect information on the time of arrival of the foreign student and the address of the place of residence in Latvia. If possible and necessary, in cooperation with the student, the College provides him with the opportunity to proceed self-isolation.
 - 16.7. In case a foreign student is unable to come to the Republic of Latvia due to restrictions, he / she is obliged to inform the Study Department of the College by writing to e-mail admissions@hotelschool.lv. The studies of such a foreign student are organized remotely in the College's e-learning environment (www.e-hotelschool.lv), and the student is obliged to connect to studies on the platform on the dates and times provided in the schedule, complete term.
 - 16.8. The College must collect information on the time of arrival of the foreign student and the address of the place of residence in Latvia. If it is possible and necessary, in cooperation with the student, the College provides him / her with an opportunity to proceed self-isolation, if the foreign student has informed the College about arrival in the Republic of Latvia for the study program face-to-face.
 - 16.9. When organizing international student exchanges, the College should take these recommendations into account and follow up-to-date information on the situation of Covid-19 in partner countries and contact partner institutions to provide mobility applicants with timely information on their opportunities, including partial or full remote exchanges that in epidemiological situation is recommended. If the College accepts incoming participants in mobility programs, it is entitled to decide whether to implement this practice in 2020/2021 academic year. The person responsible for international student exchange is Jūlija Pasnaka.
 - 16.10. **Students submit information about valid Covid certificates or negative Covid tests performed no later than 48 hours to Baiba Bērziņa by e-mail info@hotelschool.lv. Baiba Bērziņa compiles lists of students who can participate in face-to-face studies and informs the teaching staff about students who may participate in face-to-face studies. In case of changes, the student informs the College about the invalidity of the certificate or receipt of the new certificate, and Baiba Bērziņa informs the lecturers about the changes on the basis of the order of the Director of the College.**
 - 16.11. During individual lessons and consultations, both academic staff and students may not use face masks if they have valid Covid-19 certificate and there are no people in the room without a valid Covid-19 certificate.
- 17. Implementation of the professional development education programme 'Viesmīlības pakalpojumu sniegšanas pamati' (Principles of Hospitality Services), further education, non-formal adult education (BTEC learners):**

- 17.1. In accordance with Cabinet Regulation 565 of 17 August 2021, p. 40.4, the College implements the educational process in professional development education programs and non-formal education programs face-to-face in the acquisition of the practical part within one group.
- 17.2. By providing non-formal education (including interest education), organizing face-to-face studies, the College ensures that the following conditions are met (these conditions do not apply to studies organized within the same group, vocational education group).
- 17.2.1. Studies takes place by prior appointment. Every Friday until 12:00, learners send the results of the Covid-19 certificate or Covid-19 negative test performed no later than 48 hours to the methodologist Baiba Bērziņa by e-mail info@hotelschool.lv. Baiba Bērziņa compiles lists of learners who can participate in face-to-face studies and informs teachers about the learners who may participate in face-to-face studies. In case of changes, the learner informs the College about the invalidity of the certificate, or the receipt of the new certificate, or the positive test, and Baiba Bērziņa informs the lecturers about the changes on the basis of the order of the Director of the College.
- 17.2.2. indoor studies takes place for no more than 20 learners and each learner is provided with at least 3 m² of available space, but outdoors - for no more than 40 learners;
- 17.2.3. regularly ventilate the study rooms for at least 15 minutes in an astronomical class;
- 17.3. Learners may participate in the study process with an interoperable vaccination or certificate of recovery, with confirmation of a negative Covid-19 test result, performed no later than 48 hours;**
- 17.4. Face masks may not be used if there is an interoperability vaccination or certificate of recovery and there are no persons in the room without an interoperable vaccination or certificate of recovery.
- 17.5. Employees may participate in the study process with an interoperable vaccination or certificate of recovery or with a negative Covid-19 test result;
- 17.6. Staff may not use face masks if they have an interoperable vaccination or certificate of recovery (College director may decide to use masks).
- 17.7. The College can conduct studies remotely: (Cabiner Regulations 360, p. 40.6.2.).
- 17.7.1. for the learners of the course, for whose teaching staff mandatory anti-epidemic (quarantine, isolation) measures have been determined;
- 17.7.2. learners of the subject (course) whose teacher cannot implement the study process in person due to other justified reasons specified by the head or founder of the educational institution;
- 17.7.3. individual consulting in study courses, in which learners have state examinations at the end of the educational level in academic year 2021/2022;
- 17.7.4. individual consulting for learners who are at risk of early school leaving at primary and secondary level (relates to further education school learners attending further education programme).
- 17.7.5. The founder of the College compiles information on the decisions made by the Director of the College in the respective calendar week in the cases referred to in the paragraph 40.6 of the Cabinet Regulation 360, and sends it to the State Education Quality Service by Monday of the following week.

18. Implementation of the further education programme 'Catering services', work with youth (secondary school learners who attend further education programme):

- 18.1. In the work with youth in face-to-face activities can participate persons with Interoperable Vaccination Certificate, negative Covid 19 Test Certificate or Certificate of Recovery;
 - 18.2. Activities take place by appointment.
 - 18.3. No more than 20 young people (learners) can gather indoors and one young person (student) has at least 3 m² of available space, ensuring regular ventilation of the premises.
 - 18.4. Up to 40 young people (secondary school learners) can participate in the lecture outdoors.
 - 18.5. The result of the negative Covid test performed at school also gives an opportunity to participate in work activities with youth.
 - 18.6. Young people (learners) submit information about valid Covid certificates or negative Covid tests performed no later than 48 hours to Baiba Bērziņa by e-mail info@hotelschool.lv. Young people who are simultaneously secondary school students can submit Covid 19 tests taken at school. Baiba Bērziņa compiles lists of learners who may participate in face-to-face studies and informs the teaching staff about the learners who may participate in face-to-face studies. In case of changes, the learner informs the College about the invalidity of the certificate or receipt of the new certificate, and Baiba Bērziņa informs the teaching staff about the changes on the basis of the order of the Director of the College.
- 19. ORGANISATION OF STUDIES, LEARNING ONLINE:** Teaching staff carry out the classes provided for within the study and learning course face-to-face and remotely at the same time, if there are students, learners who have self-isolation or quarantine, or do not have a Covid 19 certificate, what is notified by the College administration. In this case, the lectures or seminars provided in the schedule are conducted simultaneously in the College's e-learning environment (www.e-hotelschool.lv) online, using the Big Blue Button application. The duty of the teaching staff is to inform the students and learners about the classes, links, tasks, materials by placing them in the College e-learning environment in the study, learning course section.
20. In case the Center for Disease Prevention and Control has imposed mandatory anti-epidemic measures on the student, learner, he / she is obliged to inform the College Study Department by writing to e-mail info@hotelschool.lv. Such a student's or learner's studies cannot take place individually in person and can be organized remotely online in the College's e-learning environment (www.e-hotelschool.lv), and the student, learner is obliged to log in to the platform on the dates and times provided in the schedule, complete the individual works via the platform until the deadline set by the lecturer, if there is no contradiction to health state confirmed in writing by a sick leave document or a practitioner (doctor)'s statement.
21. In case the Centre for Disease Prevention and Control has applied mandatory anti-epidemic measures to the teaching staff, or no valid Covid 19 certificate, it is his/her responsibility to inform the College by writing an e-mail to julija@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 if there is no contradiction to health state confirmed in writing by a sick leave document or a

doctor's statement. The assessment of students' independent work and tests is performed remotely from home.

22. In the event that the Centre for Disease Prevention and Control has applied mandatory anti-epidemic measures to the general staff, or has no valid Covid 19 certificate, it is his/her responsibility to inform the College Director by writing an e-mail to julija@hotelschool.lv. In this case, the employee continues to work remotely online according to the instructions provided by his/her direct supervisor, there is no contradiction to health state confirmed in writing by a sick leave document or a doctor's statement.
23. In case the Center for Disease Prevention and Control has imposed mandatory anti-epidemic measures for the College or in case the epidemiological situation according to the information provided by the Center for Disease Prevention and Control in Riga deteriorates due to the spread of Covid-19 infection, and it is necessary to study completely remotely online, in accordance with the guidelines of the Ministry of Education and Science, study work shall be organized remotely, in accordance with Paragraphs 20, 21, 22 of these Regulations and the Action Plan attached to Annex 1 to these Regulations.
24. Traineeships (including qualification internships) in companies may take place on-site or remotely online, assessing the risks to all contracting parties. Learners, students follow the requirements set at the place of practice, including the use of face masks. The College agrees with the company on the prompt exchange of information if a case of Covid-19 infection is detected at the practice site. If necessary to comply with epidemiological requirements, the College issues an order on changes in the work organization of the educational process for each stage of the traineeship / part of the internship, which can be implemented remotely online.
25. 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.
26. The person responsible for the organization of studies at the College is **Jūlija Pasnaka**.

PROCEDURE FOR INFORMATION MANAGEMENT

27. The College communicates with students, learners through an online study platform (www.e-hotelschool.lv). Each student, learner 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 **Baiba Bērziņa**.
28. The teaching staff implement communication with students, learners 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.
29. In order to inform students, learners 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 **Oļegs Nikadimovs**.

30. The College collects information about the time of arrival of foreign students and the address of the residence. The College recommends a 10-day self-isolation for students, learners 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 **Anna Čekina, epasts - admissions@hotelschool.lv**.

HYGIENE PROVISION

31. The College provides all students, learners, staff, service providers and other visitors with the opportunity to follow hand hygiene, as well as to use the hand sanitizers. The College has accessible, legible information for students with a reminder of hygiene. **Baiba Bērziņa** updates the printouts of hygiene information if necessary.
32. In accordance with Cabinet Regulation No. 565 from 17 August 2021, p. 40.3, the College staff is obliged to regularly ventilate the premises: ensure regular ventilation of the study rooms within the astronomical hour in accordance with the individual ventilation regime of each classroom approved by the educational institution and whenever the CO₂ concentration in the classroom during the study process exceeding 1000 ppm. In non-formal and informal educational programmes, instruction is at least 15 minutes within an astronomical lesson.
- 32.1. ventilation must be provided in accordance with the individual ventilation regime of each study premises approved by the higher education institution;
- 32.2. ventilation must be provided whenever the CO₂ concentration in the air monitored in the training room during the training process exceeds 1000 ppm (as soon as air quality meters are available in the institution) or every two hours for 15 minutes.
- 32.3. students and staff do not stay in the room during ventilation;
- 32.4. ventilation is performed with the window (s) fully open instead of hinged;;
- 32.5. ventilate by opening all windows and doors of the particular room, if such a possibility exists;;
- 32.6. the time set aside for the break is used to the maximum for ventilation. (MES guidelines from 20.08.2021.)
- 32.7. In non-formal and informal education programs, instruction is at least 15 minutes within an astronomical lesson.
33. 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

34. When accommodating students at student accommodation (LLC "HS apartments"), the College adheres to the following principles:
 - 34.1. the common areas are used only where necessary and the gathering of students in common areas is not allowed;
 - 34.2. 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, learners from gathering; face masks are used whenever possible;
 - 34.3. the hand washing facilities equipped with warm water and soap are provided in each room, as well as hand sanitizers;
 - 34.4. a clear and accessible information on hygiene is displayed to students in all premises, incl. toilets;
 - 34.5. all common areas and surfaces are thoroughly cleaned.
35. The management of the College's service apartments should regularly follow the current information on the risk status of the countries on the website of the Center for Disease Prevention and Control (<https://www.spkc.gov.lv/lv/valstu-saslimstibas-raditaji-ar-covid-19-0>) to determine the necessary restrictions and timely inform students, learners about the rules of self-isolation in accordance with the instructions of the Center for Disease Prevention and Control.
36. Where possible, 10-day self-isolation should be provided for students, learners from countries with a high incidence of Covid-19 and in cases where infection is confirmed or the person is identified as a contact person. If the person is a national of Latvia and can get to his / her place of residence, then the student is recommended to go to his / her place of residence for isolation, home quarantine or self-isolation measures. If a foreign student or a person who does not have access to the place of residence is required to implement quarantine, isolation or self-isolation measures at the College Service Hotel, the College Service Hotel shall, to the extent possible, provide him or her with a separate room, bathroom and catering. The student is obliged to cover the fee for such service in full according to the price list of SIA "HS apartments" before receiving the service.
37. In the case of remote studies, the conditions for the use and payment of accommodation remain unchanged.
38. 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.
39. 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

40. 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. The student must wear a face mask.

41. 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. The employee must always wear a face mask.
42. If an employee or student, learner is diagnosed with a serious health disorder at the College, Emergency Medical Assistance shall be called.
43. A student, learner or employee may return to the College only in accordance with the instructions of a practitioner (doctor).
44. If signs of acute respiratory infection have been detected with two or more students, learners or employees and a group infection is suspected, the said persons shall act in accordance with the preceding clauses of this Procedure, use face masks in accordance with the above, and contact (+371 67387661) to the epidemiologist of the relevant regional department of the Center for Disease Prevention and Control.
45. If a student, learner 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 Service for the Quality of Education (e-mail: ikvd@ikvd.gov.lv) of the fact in case College needs to be quarantined and the further implementation of the educational process.

APPROVED:

J. Pasnaka
LLC "HOTEL SCHOOL" Hotel Management College
Chair the Board
25.08.2021.

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

1. The Director of the College shall issue an order regarding the further implementation of the study work remotely, setting a specific start and end date for the remote study work regime at the College. If necessary, practical classes are transferred to another period in this semester or to the next semester, including individual practical classes, as well as internship. Traineeships and transnational mobility may be organized remotely, where possible, and transnational mobility may be carried over to a later period within the framework of international mobility agreements.
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 and learners 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.

APPROVED:

K. Špakovs
LLC "HS apartments"
Chairman of the Board
25.08.2021.

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 laboratory or by clinical signs or 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 IX of Cabinet Regulation No 360 "Epidemiological security measures" from 09.06.2020.
1. 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 LLC "HS apartments" (konstantin@hotelschool.lv) as well as the management of LLC "HOTEL SCHOOL" Hotel Management College (julija@hotelschool.lv).
2. 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).
3. The manager of the student accommodation organizes additional cleaning and disinfection activities in the rooms of the student accommodation.

APPENDIX NO. 3

APPROVED:

_____ J. Pasnaka

Director

25.08.2021.

ACTION PLAN FOR COVID 19 CONTACT PERSON IDENTIFICATION

1. If the Centre for Disease Prevention Control (+371 and 67387661) will find that a Covid 19 infected person has attended the College, the epidemiologist will inform the College management. The task of the College's management will then be to identify people who have been in close contact with the infected person according to certain criteria. Accordingly, a contact person will be designated if, during the previous two days prior to the person's illness (or laboratory detection of the infection), he or she has:
 - 1.1. there has been personal contact not further than two meters away and for more than 15 minutes;
 - 1.2. there has been physical contact (eg shaking, hugging);
 - 1.3. there has been unprotected direct contact with infected secretions (eg cough) from a Covid-19 infected person.
 - 1.4. A contact person will also be identified if the person has been in a closed environment (eg work room, shared or meeting room, waiting room, etc.) with a Covid-19 infected person for more than 15 minutes.
2. Based on these criteria, the responsible person at the College, Julia Pasnaka will create a list of Covid 19 contact persons to be sent to the Centre for Disease Prevention Control. At the same time, the responsible person of the College will inform the responsible persons appointed by the team or their legal representatives - employees, students, learners or parents of the students that a particular person has had close contact with Covid 19 infected person and is obliged to comply with home quarantine, and about the necessity to contact the general practitioner in order to initiate medical surveillance and, if necessary, receive a sick leave document for work.
3. In its turn, the Centre for Disease Prevention Control the Centre for Disease Prevention Control, upon receiving the list of contact persons from the College, will make sure that it is prepared in accordance with the criteria and will send it to the National Health Service (NSS). The NSA will then enter this information into the single electronic health information system so that the information is also available to general practitioners (doctors). Based on the information, the general practitioner (doctor) will be able to issue a sick leave document for work due to quarantine.