

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE











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

Introductory Lectures

September 01, 2020

MIB, Mg.paed. Olga Zvereva, Director (direktora p.i.)

Understand the symptoms

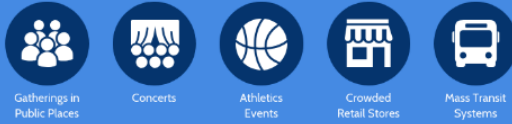
	COVID-19	Colds	Flu
 Aches and pain	Sometimes	Rare	Common
 Cough	Common (usually dry)	Common	Common (usually dry)
 Diarrhoea	Rare	No	Sometimes (children)
 Fatigue	Sometimes	Sometimes	Common
 Fever	Common	Rare	Common
 Headache	Sometimes	Common	Common
 Runny or stuffy nose	Sometimes	Common	Sometimes
 Shortness of breath	Sometimes	No	No
 Sneezing	No	Common	No
 Sore throat	Sometimes	Common	Common

What is Social Distancing?

3 to 6 feet distance from others and avoiding close contact

It's a term that epidemiologists are using to refer to a conscious effort to reduce close contact between and hopefully slow down the community transmission of the virus.

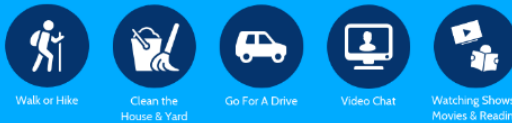
AVOID



BE CAUTIOUS AT



SAFE TO DO



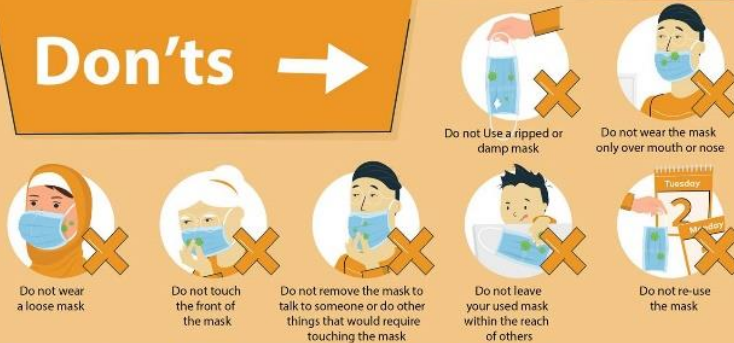
HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

Do's →



Don'ts →



Remember that masks alone cannot protect you from COVID-19. Stay at least 1 meter away from others and wash your hands frequently and thoroughly, even while wearing a mask.

Hand washing tips



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.**

The person responsible for the coordination and supervision

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

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.**

PROCEDURE FOR SOCIAL DISTANCING AT COLLEGE

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.

PROCEDURE FOR SOCIAL DISTANCING AT COLLEGE

Students, staff and visitors are obliged **to keep the 2 meter social distance** in the common areas of the College (e.g. cloakroom, corridors).

PROCEDURE FOR SOCIAL DISTANCING AT COLLEGE

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.

PROCEDURE FOR SOCIAL DISTANCING AT COLLEGE

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.

PROCEDURE FOR SOCIAL DISTANCING AT COLLEGE

Gatherings in College premises, including the organization of events, extra - curricular and work-related activities are **prohibited**.

PROCEDURE FOR SOCIAL DISTANCING AT COLLEGE

The responsible person for **the supervision of the social distancing measures** in College premises is **Linda Šnore.**

PROCEDURE FOR THE ORGANISATION OF STUDIES

Studies at the College are held in person.

PROCEDURE FOR THE ORGANISATION OF STUDIES

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.

PROCEDURE FOR THE ORGANISATION OF STUDIES

In order to ensure the social distancing as well as to manage the organization of student flow, the teaching staff can provide **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**

PROCEDURE FOR THE ORGANISATION OF STUDIES

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 proceed 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.

PROCEDURE FOR THE ORGANISATION OF STUDIES

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.

PROCEDURE FOR THE ORGANISATION OF STUDIES

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.

PROCEDURE FOR THE ORGANISATION OF STUDIES

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.

PROCEDURE FOR THE ORGANISATION OF STUDIES

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.

PROCEDURE FOR THE ORGANISATION OF STUDIES

The person responsible for the organization of studies at the College is Olga Zvereva.

olga@hotelschool.lv

PROCEDURE FOR INFORMATION MANAGEMENT

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.

PROCEDURE FOR INFORMATION MANAGEMENT

“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.apturicovid.lv>**.”

The responsible person for the execution of this provision of the information management is Oļegs Nikadimovs.

PROCEDURE FOR INFORMATION MANAGEMENT

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

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.**

HYGIENE PROVISION

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.**

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the general staff must ensure that their offices are aired **for at least 5 minutes per hour.**

ACTION IN CASE OF SUSPICION OR DETECTION OF INFECTION AT COLLEGE

.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.

ACTION IN CASE OF SUSPICION OR DETECTION OF INFECTION AT COLLEGE

If a staff member or a student at the College develops **serious medical condition, the medical emergency service is called immediately.**

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.**

PROCEDURE FOR THE USE OF STUDENT ACCOMMODATION

the common areas are used only where necessary and the gathering of students in common areas is not allowed;

- **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;
- **the hand washing facilities** equipped with warm water and soap are provided in each room, as well as **hand sanitizers**;
- **a clear and accessible information on hygiene** is displayed to students in all premises, incl. toilets;
- all common areas and surfaces are thoroughly **cleaned**.

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

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".

Paldies par uzmanību!
Thank you for attention!
