

HOTEL SCHOOL



"HOTEL SCHOOL" Hotel Management College
Educational Institution Reg. No: 3347802926, Address: Smilšu Street 3, Riga, LV-1050
Tel: (+ 371) 67213037, e-mail: info@hotelschool.lv, <http://www.hotelschool.lv>

APPROVED:

O. Zvereva
Interim Executive Director

Riga, December 10, 2020

No 4-3/8

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

in accordance with

*Recommendations of the Ministry of Education and Science
To Higher Education Institutions and Colleges
for the Implementation of Precautionary Measures
to Limit the Spread of Covid-19 Infection
from 09.12.2020.*

*Cabinet Regulation No. 655 amendments from 08.12.2020,
Cabinet Regulation No. 655 of 06.11.2020. "On the declaration of a state of emergency"
Clauses 5.13.2.4, 5.13.3, 5.13.4 from 06.11.2020.,
(amendments to Cabinet Regulation No. 360 from 09.06.2020),*

*Cabinet of Ministers Order no. 719
"On the declaration of a state of emergency"
Clause 1.17 from 02.12.2020*

*Cabinet Regulation No. 689 from 17.11.2020.
'Amendments to the Regulations of the Cabinet of Ministers No. 360
"Epidemiological precautions to limit the spread of Covid-19 infection"
from 09.06.2020.,*

*Non-application of clauses 26.1., 27.1.1., 27.1.4., 27.2.5., 27.5.
of Cabinet Regulation No. 360 from 09.06.2020.
"Epidemiological safety measures to limit the spread of Covid-19 infection"
during the period of the emergency.*

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

1. The "HOTEL SCHOOL" Hotel Management College (hereinafter – College) procedures for Covid-19 infection containment based on the basic principles set out in the Cabinet of Ministers Regulations No. 655 “On Declaring a State of Emergency” (hereinafter - Cabinet Regulation No. 655) and, where applicable, comply with Cabinet Regulation No. 360 No.

“Epidemiological security measures to limit the spread of Covid-19 infection” (hereinafter Cabinet Regulation No 360).

1.1. COVID-19 INFECTION CONTAINMENT PROCEDURES FOR "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE from 10.12.2020. terminates the operation of COVID-19 INFECTION CONTAINMENT PROCEDURES FOR "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE from 17.08.2020. (in force from 01.09.2020.), and is in force in accordance with non-application of clauses 26.1, 27.1.1., 27.1.4. and 27.2.5, 27.5 of Cabinet Regulation No. 360 “Epidemiological safety measures to limit the spread of Covid-19 infection” during the emergency situation, based on the Cabinet of Ministers Order No. 719 "On the declaration of a state of emergency" clauses 1.17 from 02.12.2020. In case of the emergency situation is cancelled, COVID-19 INFECTION CONTAINMENT PROCEDURES FOR "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE will resume operation and will automatically come into force with the necessary data update.

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 with signs of respiratory infectious diseases. It is also prohibited to stay on the College's premises for persons in case of quarantine, isolation or self-isolation. The College recommends special precautions for people at risk of Covid-19 infection - seniors and people with chronic diseases: to monitor their health, to treat the chronic disease to prevent exacerbations, to take preventive measures, not to go to the College with symptoms.
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, 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 instructions for students, staff and visitors - to keep a distance of 2 meters from other persons. If necessary, provide appropriate markings on the floor.
6. **It is allowed to enter and stay in the College premises (common areas, study premises and other places) only when using face masks or nose and mouth covers. Students, visitors, staff use face masks at the College.**
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 on the College's premises, including the organization of events, outside the performance of study and work duties are prohibited. College staff shall observe precautions during communication including non-gathering face-to-face (eg avoiding joint breaks or breaks, holding meetings remotely as far as possible), non-attendance of face-to-face events (including outside work duties) and wearing a face mask or face and nose covers, if the face mask cannot be used due to health disorders (for example, in common areas, outside the study process). Both academic staff and students must use a face mask during individual lessons and consultations. Wherever possible, a distance of 2 m must be observed.

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 take place remotely during an emergency situation, except for the acquisition of the practical part of higher education programs individually, which is necessary for the acquisition of professional skills or qualifications and which cannot be performed remotely in accordance with Cabinet Regulation No. 719 "Amendments to the Cabinet of Ministers Order No. 655 of November 6, 2020. "On the Declaring of an Emergency Situation", clause 1.17, in which the amendments of the Cabinet Regulation No. 655 subclauses 5.13.2.3. and 5.13.2.4. are provided as edition.
11. Both individual staff and students should wear a face mask during individual lessons and consultations. Wherever possible, a distance of 2 m must be observed.
12. In accordance with Cabinet Regulation No. 655, from October 26, 2020 to January 11, 2021, the entire study process is implemented maximum remotely, except for practical classes, if its' r implementation cannot be ensured remotely. Face-to-face studies cannot be organized in groups, but only individually - one lecturer with one student. The lecturers implement the classes provided within the study course remotely online, i.e. the lectures or seminars provided in the schedule of classes are conducted in the College e-learning environment (www.e-hotelschool.lv) online, using the Big Blue Button application. The teaching staff is obliged to inform students and learners about specific days when individual classes will be held in person, i.e. online, at least one day before the beginning of the study week, by publishing the relevant notice in the College's e-learning environment (study course section).
13. In case a foreign student cannot 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 online 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, by the deadlines defined by the lecturer.
- 13.1. For foreign students who will start studies after January 1, 2021, the first semester of higher education study programs (including examinations) is implemented remotely online and the acquisition of the practical studies, if such are provided in the first semester, is transferred to another study semester. Such a decision has been taken on a temporary basis, taking into account the epidemiological situation in the country.
- 13.2. 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.
14. In case the Center for Disease Prevention and Control has imposed mandatory anti-epidemic measures on the student, he / she is obliged to inform the College Study Department by writing to e-mail library@hotelschool.lv. Such a student'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 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 doctor's statement.

15. In case 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 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.
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 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.
17. 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 12, 13, 14 and 15 of these Regulations and the Action Plan attached to Annex 1 to these Regulations.
18. Internships (including qualification internships) in companies may take place on-site or remotely online, assessing the risks to all contracting parties. 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 internship / part of the internship, which can be implemented remotely online.
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.
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 Linda Šnore.

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 Oļegs 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 Arnita Zeilāne.

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. The college has accessible, legible information for students with a reminder of hygiene. Linda Šnore updates the printouts of hygiene information if necessary.
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 (LLC "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; face masks are used whenever possible;
 - 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 semester in accordance with Cabinet Regulation No 360.
 30. Where possible, 10-day self-isolation should be provided for students 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.
 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. The student must 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. The employee must 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 clauses of this procedure, use face masks as outspoken in the previous clauses, but the College responsible person ensures communication of the information to the epidemiologist of the relevant regional unit of the Centre for Disease Prevention and Control (+371 67387661).
 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 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
CEO of the Board
10.12.2020.

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

1. The Director of the College 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. Internships 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 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
10.12.2020.

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 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 9 of Cabinet Regulation No 360 "Epidemiological security measures" from 09.06.2020.
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 LLC "HS apartments" (konstantin@hotelschool.lv) as well as the management of LLC "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.

APPROVED:

_____ O. Zvereva

Interim Executive Director

10.12.2020.

ACTION PLAN FOR COVID 19 CONTACT PERSON IDENTIFICATION

1. If the Centre for Disease Prevention Control (+371 and 67387661) will find that an 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 a information, the general practitioner (doctor) will be able to issue a sick leave document for work due to quarantine.

4. Olga Zvereva will create a Covid 19 contact register for the College, which will be filled in by Olga Zvereva, Jūlija Pasnaka or Linda Šņore in various situations who will contact the SPKC if necessary. The person responsible for the Covid 19 contact register is Jūlija Pasnaka (julija@hotelschool.lv). The manager of the service hotel will inform Covid 19 contacts in the service hotel to Jūlija Pasnaka (julija@hotelschool.lv) or by e-mail info@hotelschool.lv, duplicating information in an urgent situation by phone.