

**Regulations of the Transport and Telecommunications Institute
(hereinafter - TSI) for the implementation of epidemiological safety
measures to limit the spread of Covid-19 implementing the study
process in the academic year 2021/2022 (hereinafter - the
Regulations)**

I General provisions

1. The regulations set out epidemiological security measures at TSI to ensure a safe full-time study, continuing education and work process, as well as to reduce the risk of Covid-19 infection for TSI students, employees, service providers and visitors. The regulations have been issued on the basis of the Cabinet of Ministers Regulation of 09.06.2020 No. 360 “Epidemiological safety measures for limiting the spread of Covid-19 infection”, in their current wording (hereinafter Cabinet Regulation No. 360) and guidelines for the organization of the study process in higher education institutions and colleges in 2021/2022 year developed by the Ministry of Education and Science.

2. The rules are binding on the following groups of persons:

2.1. TSI students, incl. exchange program students (hereinafter - Students);

2.2. TSI academic and scientific staff, including invited pedagogical staff (hereinafter - Lecturers);

2.3. TSI general staff (hereinafter - Employees);

2.4. Persons employed by legal entities, including individuals who rent the premises of TSI (hereinafter referred to as the Tenants);

2.5. Visitors of the Academic and Professional Aviation Center (APAC), Professional Development and Interest Education Courses; (hereinafter - Trainee);

2.6. Visitors of the sports center - hereinafter - visitors of the SC;

2.7. Persons attending events organized by TSI or staying on TSI premises for other reasons, including service providers and Tenant customers (hereinafter - Guests).

3. TSI defines the following operating modes:

3.1. **Safe mode** - everyone present has been vaccinated or recovered from Covid-19 and received Covid Pass or Recovery Certificate - valid for 180 days from the date of the positive test result (a valid European Union digital pass for vaccination against Covid-19 or a valid European Union digital certificate of recovery from Covid-

19 (hereinafter - Covid- 19 certificate). It is possible to stay in TSI and operate without epidemiological safety restrictions.

3.2. **Semi-safe mode** - (for a limited transitional period until 10 October 2021), all present have been vaccinated or have been recovered from Covid-19 and have obtained Covid-19 Pass or can provide appropriate evidence of a negative Covid-19 test result obtained in the last 48 hours. Staff and students who do not have a valid Covid-19 certificate should use mouth and nose cover.

4. Covid-19 certificates are checked by:

4.1. For students - Study department, in cooperation with faculties.

4.1.1. The student participates in the lectures personally, noting his/ her attendance with an individual student ID or ISIC card (hereinafter referred to as the Card), no later than 15 minutes after the start of the lesson, according to the schedule of lectures by putting the Card to the reader. In the case of a valid and registered COVID-19 certificate, the green indicator on the reader will light up. In case the red indicator lights up when applying the Card to the reading device, the student must immediately turn to the Study Department. The lecturer who conducts a lecture, seminar or practical class in the respective auditorium ensures that only successfully registered Students enter the auditorium.

4.2. For lecturers - Human Resource Development Department;

4.2.1. Before starting the study process, the Lecturer presents a valid Covid-19 certificate to the employee of the Human Resource Development Department, who passes this information to the Study Department to create a schedule of lectures. Lectures, seminars and practical classes can be conducted only by the Lecturer with a valid Covid-19 certificate or confirmation of a negative Covid-19 test result obtained during the last 48 hours. After October 10, 2021, the implementation of the educational process is possible only in a safe mode.

4.3. For Employees and Tenants - the head or responsible person of the relevant structural unit or legal entity.

4.3.1. The Employee or Tenant presents a Covid-19 certificate to the head or responsible person of the relevant structural unit or legal entity, who decides on the organization of the structural work in Safe Mode and the employee's involvement in the study or work process or the need to comply with additional safety requirements within the structural unit.

4.4. For Trainee - APAC or Lifelong Learning Department specialist or interest education course teacher.

4.4.1. In order to participate in face-to-face training programs, Trainees present a Covid-19 certificate or confirmation of a negative test result obtained during the last

48 hours to a specialist in the Lifelong Learning Department. Trainees of the interest education course present a test performed according to the algorithm published on the website of the Centre for Disease Prevention and Control).

4.5. Guests can only come to TSI by applying in advance to a specific person who is waiting for them at the entrance and can stay at TSI premises in accordance with general security requirements.

5. Upon presentation of the Covid-19 certificate, an additional identity document - passport or identity card or for foreign students - residence permit must be presented. The staff member responsible for verifying the Covid-19 certificate verifies the information contained in the certificate and compares it with the information contained in the identity document or residence permit.

6. The certificate can be presented electronically (as a QR code image or PDF on a smart device) or in printed format.

7. The unit / staff member responsible for the verification of the Covid-19 certificate shall keep records of the persons holding the Covid-19 certificate, indicating the name, title and indication of the existence and period of validity of the Covid-19 certificate (if any) in accordance with the requirements of the General Data Protection Regulation.

8. Persons who have obtained the Covid-19 certificate are obliged to inform about the existence of this certificate and changes in the status: Students - Study Department, Lecturers - Human Resource Development Department, Employees - Head of the structural unit or Human Resource Development Department.

II Ensuring Hygiene and Safety Requirements

9. TSI provides the possibility to wash hands for all groups of persons, as well as hand and work surface disinfectants are available

10. Signs and posters are placed in the TSI to remind them of hand hygiene and the need to wear nose and face masks.

11. TSI performs regular cleaning and periodic disinfection of contact surfaces and floors, several times a day.

12. Ventilation of the premises is carried out regularly by periodically opening the windows. In auditoriums - as needed, but not less than once in 2 hours (10-15 minutes), in study offices - as needed.

12.1. students and staff do not stay in the room during ventilation;

12.2. ventilation is performed with the window (s) fully open instead of hinged;

12.3. ventilation takes place by opening all windows and doors of the specific room, if there is such a possibility;

12.4. the time set for the break is maximally used for ventilation;

12.5. regular ventilation of the premises in the auditorium is followed by the Lecturer, who conducts a lecture, seminar or practical class in the respective auditorium, in cooperation with the representative of the Administrative Department of TSI.

12.6. TSI ensures CO2 level monitoring in study premises in accordance with the procedures specified in the regulatory enactments of the Republic of Latvia.

III Security Requirements for TSI Common Areas

13. Staying in TSI common areas is allowed only with a mouth and nose cover, when a distance of 2 meters is observed and no gathering takes place.

14. Hand sanitizers are available in common areas, as well as information with reminders on compliance with safety and hygiene measures.

IV Security Requirements for the Study Process

15. When organizing the study process, the Study Department conducts a Student Survey with the aim to request and process the information obtained from the student with the existence of a Covid-19 certificate. The results obtained during the survey are processed only in an aggregated form, without mentioning the Student data (name, surname, personal identification code or date of birth), but using only the group number and the number of Students in the group as an identifier.

16. When organizing the study process, the Study Department is entitled to request the existence of a Covid-19 certificate from the Student (incl. Electronically). Upon receiving the Covid-19 certificate, the employee of the Study Department records the information mentioned in the certificate in the TSI database INTRANet, completing this, electronically received certificate is deleted. The storage, transfer to third parties or copying of the certificate is prohibited.

17. On-site classes at TSI take place in Safe mode. Only those Students who, in accordance with Requirement 4.1.1. have shown a valid Covid-19 certificate are allowed to attend classes. The implementation of the study process also includes practical and laboratory works, tests and tests within the study course.

18. When organizing an internship in a company, a Student who has internship in the study plan is obliged to independently obtain information about the restrictions set in the company due to the spread of Covid-19 infection.

19. In case it is not possible for the Student to have an internship in the specified company, based on the Student's application and evaluating the justifying reasons, the higher education institution considers the possibility to transfer the internship to another study period or provide internship at TSI premises.

20. Persons who cannot present a Covid-19 certificate or who have medical contraindications to vaccination participate in classes remotely according to the schedule of classes, using remote conference tools.

21. Not later than by October 10, 2021, students may also participate in the study process with a negative test result for a Covid-19, which has been performed during the last 48 hours.

22. Evaluating the epidemiological situation and taking into account the specifics of the study program, the number of students in the group, the student group parent (or group collective) application, TSI is entitled to make a reasonable decision on full or partial implementation of the study program course or part thereof remotely .

23. The requirements of the Regulations are also applicable to TSI activities that are part of the study process, but are not directly related to the acquisition of study courses, for example, for first-year students of the introductory week.

24. Classes are held according to the class schedule, which is available in the INTRAneta database and in the TSI mobile application (TSI Schedule). Information about changes in the study process will be published on the TSI website www.tsi.lv, in the information system INTRAnet, and will also be sent to students via e-mail.

25. The further study process in TSI may be changed and planned in accordance with the conditions created by the epidemiological situation and public safety requirements. When the security conditions set by the state change, for example, in the order of gatherings, distances, events or study process, TSI prepares and distributes an informative statement.

26. If restrictions on movement and visiting public places (lockdown) are also established in the state, the study process shall temporarily take place remotely, if it is determined by the regulatory enactments of the Government.

27. Study department not later than one week before 2021/2022. at the beginning of the academic year informs foreign Students about the security requirements set by TSI, including the conditions of self-isolation, if necessary.

28. The study department compiles information regarding the time of arrival and residence address of foreign students in the Republic of Latvia.

V Security Measures in the Library Premises

29. The library shall ensure the issue of books and other information resources for pick-up and transfer by prior appointment.

30. It is possible to stay in the reading room of the library only during the working hours of the library, observing the conditions of the Safe Mode. To enter the library reading room, the Student registers his / her individual student card or ISIC card at the card reader installed at the library reading room door. The library staff monitors that the Safe

Mode is observed and that only students with a valid Covid-19 certificate stay in the library reading room.

31. Service in the library premises is organized in accordance with the guidelines of the Ministry of Culture - "Guidelines for Epidemiological Safety Measures in Library Operations".

VI Security Measures at TSI Premises

32. TSI work premises, where customers are not accepted, have a Safe mode of operation, if only Employees with Covid -19 certificates stay there. In safe mode, there are no quantitative restrictions on the number of Employees in the work premises and no space restrictions per Employee, and mouth and nose masks may not be used.

33. An Employee who is present in the work premises referred to in paragraph 32 and who is unable to present a valid Covid-19 certificate must wear a mouth and nose mask. Mouth and nose masks are used by everyone in the same room as the unvaccinated person.

34. In the premises of TSI where clients are accepted, all people must wear a mouth and nose mask and observe the rules of distance.

VII Security Measures in the Acquisition of Professional Development, Professional further Education, non-formal and Interest Education Programs

35. Acquisition of adult continuing professional education (incl. APAC), professional development, non-formal and interest education programs shall be ensured remotely or in compliance with the Safe Mode of Operation.

36. Acquisition of the practical part of professional further education programs, qualification practice and passing the professional qualification examination, as well as acquisition of the practical part of professional development programs in person may be implemented in compliance with Cabinet Regulation No. 360 specified requirements.

37. Educational events for students' interests in the premises of TSI are organized in compliance with the requirements of regulatory enactments approved by the State.

VIII Security Measures at TSI Sports Centre

38. Safe operation mode has been established in TSI Sports Centre (gym, changing rooms, showers).

39. Only persons who can present a valid Covid -19 certificate may stay at the TSI Sports Centre, there are no quantitative restrictions on the number of people present and no mouth and nose masks may be used.

40. The compliance of the visitors of the SC with the requirements of the Regulations shall be ensured by the employees of the TSI Sports Center.

IX Security Measures at Tenants' Premises

41. The working regime for Tenants shall be determined by legal entities - employers, including individuals who have accepted the specific TSI premises for lease, observing the requirements specified in the Regulations.

42. In common areas, Tenants shall comply with the security requirements specified in Section 3 of the Regulations.

X Safety Regulations in TSI Café

43. The working regime in the TSI café shall be determined in accordance with the effective epidemiological safety requirements for public catering establishments in Cabinet Regulation 360.

44. Café visitors are served for a meal in the cafe premises only by presenting a Covid -19 certificate to the cafe staff. Other visitors can buy food to take away.

XI Monitoring of a Person's State of Health and Action in Case of Signs of Respiratory Infectious Disease

45. Persons who have certain conditions of isolation, self-isolation or home quarantine, or who have signs of a respiratory infection, shall not be present in the premises and territory of the TSI.

46. All persons mentioned in the Paragraph 2 should contact their family doctor in case of any signs of illness (fever, cough, sore throat, shortness of breath) and remain at home.

47. In case of any signs of the virus, all persons referred to in Paragraph 2 of the Regulations are obliged to immediately notify the Human Resource Development Department and / or the head of their structural unit (Students - Study Department), as well as to act in accordance with SPKC (website: <https://spkc.gov.lv/en/>) to avoid endangering the health of others.

48. In case of Covid-19 positive result of a TSI Student, Lecturer or Employee, further action is determined by the SPKC epidemiologist, considering each specific case.

49. In cases when Lecturers or Employees who have stayed in TSI premises and territory during the last 14 days are assigned the status of Covid-19 contact person, the

Human Resource Development Department (Students - Study Department) must be informed about it, which consults with SPKC on further actions.

XII Information on Security Measures

50. The Human Resource Development Department shall inform TSI Lecturers and Employees about security measures to limit the spread of Covid-19 infection using the following information channels:

50.1. e-mail - pvad@tsi.lv

50.2. TSI website - www.tsi.lv

51. The Study Department informs TSI Students about safety measures to limit the spread of Covid-19 infection, using the following information channels:

51.1. e-mail - student@tsi.lv

51.2. TSI website - www.tsi.lv

51.3. In the INTRAnet database

XIII Concluding remarks

52. The Regulations shall be valid from the date of approval and shall remain in force until they are revoked. The Regulations may be changed and supplemented depending on the instructions of the Ministry of Education and Science and changes in external regulatory enactments.

53. The Regulations shall prevail over all other internal regulatory enactments issued by the TSI regarding the regulations for the implementation of epidemiological safety measures to limit the spread of Covid-19 infection. If any of the clauses of the Regulations contradicts any other internal regulatory enactment, then these Regulations shall be deemed to be decisive while they are in force.