

APPROVED

Rector

A.Melnis

2021

APPROVED

Chairman of the Convent

M.Romele

2021

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SAFETY PROTOCOL

FOR THE ORGANIZATION OF THE ACADEMIC YEAR 2021/2022
IN ACCORDANCE WITH THE CONDITIONS OF THE COVID-19 PANDEMY

Elaborated in accordance with:

*Ministry of Education: Guidelines for study process organization in the academic year 2021/2022
from 23.08.2021.*

*Cabinet Regulation nr.360 „Epidemiological safety measures for limiting the Covid-19 infection
spread” from 12.06.2020.*

*Recommendations for the prevention of Covid-19 infection (in accordance with p.9 of the Article 9 of
the Epidemiological Law of Safety) from 13.05.2020.
Epidemiological Law of Safety from 13.01.1998.*

Validity terms: till the end of the spring semester 2021/2022

Riga, 2021

1. General conditions

- 1.1. The Safety Protocol for the implementation of the precaution measures in order to limit the spread of the Covid-19 infection in Riga Aeronautical Institute (further in the text Protocol) defines the activities and obligations of the responsible persons with the aim to restrict the expansion of the Covid-19 infection in Riga Aeronautical Institute (further in the text RAI).
- 1.2. The Safety Protocol is mandatory for RAI students and other persons which are recipients of education (life-long learning and professional upgrade programs trainees), academic and administrative personnel and visitors (further in the text RAI personnel and visitors).
- 1.3. RAI personnel and visitors are responsible for the protection of their health and health of the persons surrounding them as well as for the compliance with this Protocol.
- 1.4. The following principles should be observed in order to avoid the spread of Covid-19:
 - Informing;
 - Distancing;
 - Hygiene;
 - Monitoring of the person's health condition;
 - Organization of the studies;
 - Use of the public premises;
 - Catering organization.
- 1.5. In accordance with the legislative documents of the Republic of Latvia, Riga Aeronautical Institute will work in two regimes: **Partly safe regime** and **Safe regime**.

2. Organization of studies

2.1. The studies are organized, applying safety and precaution measures in accordance with the requirements of the legislative documents of the Republic of Latvia and Order Nr.71 „About starting the study year” of Riga Aeronautical Institute for the 2021/2022 study year.

2.2. RAI personnel and visitors are prohibited to visit and to be present at RAI premises in case there are signs of acute respiratory infections (rheum, cough, shortness of breath, high body temperature) or there is a confirmed Covid-19 infection as well as in the cases when a person is prescribed to observe self-isolation.

2.3. PARTLY SAFE REGIME requirements:

2.3.1. Studies of all full-time students are conducted in intramural regime, which is planned in advance. RAI students and lecturers can belong to the following categories: vaccinated, who had previously contracted disease, in the process of vaccination, with negative Covid-19 test or other persons which do not belong to the categories mentioned above.

All those attending RAI in person, both lecturers and students, should confirm their status as per Annex 1.

2.3.2. In case there are non-vaccinated persons and those who had not previously contracted disease in the classroom, all the persons present, including the lecturer, should use the face masks.

2.3.3. RAI personnel and visitors should observe the distance of 2 meters between them, where it is possible, except the cases which are defined in this Protocol, each student is provided at least a space of 3 m², especially if it concerns the study process.

2.3.4. RAI halls and corridors (at least at one observable place) should display general information about distancing, hygiene and personal health monitoring requirements. If necessary, special information should be displayed near classrooms, computer classrooms, public premises, library and other facilities.

2.3.5. Before and after the lectures the classrooms should be aired at least 15 minutes, in accordance

with the lecture Schedule in the Annex 2. Table surfaces, chairs, door handles should be disinfected.

2.3.6. Airing should be provided each time when during the study process the monitored CO2 concentration exceeds 1000 ppm (if air quality detectors are available at the institution) or once in two hours during 15 minutes as per Annex 3.

Students and personnel should not be present in the room during the airing.

2.3.7. Catering organization.

Public catering services in RAI building are provided by an outsourcing organization. The service provider nominates the person responsible for the epidemiologic safety measures implementation in the catering area and informs RAI management accordingly.

2.3.8. In possible public gathering places the service provider provides information material and markings on the floor for the places in the queue with the distancing of 2 meters. The service provider controls the implementation of the above mentioned activities.

2.3.9. One time a day the service provider performs the disinfection of the surfaces located in the catering premises according to basic standards.

2.4. SAFE REGIME requirements:

2.4.1. Intramural students, academic and technical personnel can participate in the implementation of the study programs only with valid Covid-19 vaccination certificate or with previous disease contraction case. The study process is conducted without face masks, but it is necessary to observe 2 meters distance, disinfect or wash hands before and after touching the surfaces in the public places.

2.4.2. Persons which do not comply with the requirements in p. 2.4.1 may participate in the study process *online*.

2.4.3. RAI will operate a hybrid study system, including the possibility to use information technologies and Moodle and conduct lectures in the classroom in parallel with their broadcast (using „BigBlueButton” system) to those students, which due to justified reasons cannot participate in the classroom studies (p.2.4.2).

2.4.4. If the study process is organized as a distant learning, each study course will include the number of contact hours in accordance with the legislative documents of the Republic of Latvia and requirements of the RAI internal regulative documents.

2.4.5. In case when the majority of the students in the group or lecturers/instructors does not comply with the requirements of the p.2.4.1, the study process is continued *online*.

3. Final conditions

3.1. The choice of RAI working regime will depend from the situation in the country and will be defined in accordance with the orders on behalf of the competent state institutions. The working regime will be determined in accordance with the Rector's order.

3.2. It is an obligation of every student, academic employee and administrative employee of RAI to observe strictly the requirements of the Protocol.

3.3. These conditions remain valid while they are not in contradiction with the external legislative documents of the Republic of Latvia.

Recommendation to each student, academic and administrative employee of RAI is to vaccinate against Covid-19.

Prorectorate

Approved at the administrative and methodological meeting on 10.09.2021



Annex 1

„RIGA AERONAUTICAL INSTITUTE”

To RAI Vice President and Chairman of the Convent M. Romele

CONFIRMATION

Due to COVID-19 situation I confirm¹ (personal responsibility) that:

Name, surname	A.	B.	C.	D.	To be filled in by all RAI visitors		
	I am vaccinated against COVID-19 (there is a certificate)	I had contracted previously COVID-19 (there is a certificate)	I have a valid COVID-19 negative test, received during last 48 hours	I do not comply with A, B and C	Actual temperature (to be measured)	Signature	Time
	I undertake an obligation to wear mask, observe distance (2 m) and comply with hygiene requirements			I undertake an obligation to wear mask, observe distance (2 m) and comply with hygiene requirements			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C°		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C°		
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C°		

*** RAI personnel and visitors are prohibited to visit and to be present at RAI premises, in case of signs of an acute respiratory infection (rheum, cough, shortness of breath, high body temperature) or in case of a confirmed Covid-19 infection as well as when a person has to observe self-isolation.

¹ mark with a cross or slash

**Annex 2****STUDY SCHEDULE
FOR THE STUDY YEAR 2021/2022**

Study hours	Time
1. – 2.	9.30 - 10.55
3. – 4.	11.10 - 12.35
Break	12.35 - 13.00
5. – 6.	13.00 - 14.25
7. – 8.	14.40 - 16.05
9. – 10.	16.20 - 17.45
11. – 12.	18.00 - 19.25
13. – 14.	19.40 - 21.05



CHECK OF CO2 LEVEL

N	Date	Check time	Indicators of CO2 level (ppm) in the classrooms					Signature
			117 B	202 B	302 B	307 B	208 A	
1		9:00						
		11:10						
		12:50						
		14:10						
		16:15						
		17:55						
2								
3								
4								

* Airing should be performed every time, when during the study process the concentration level of CO2 in the air exceeds 1000 ppm, or one time during 15 minutes every two hours.