

APPROVED
by 2020 August 25
Order No. 1I-203
of the Rector of
Mykolas Romeris University

**PROCEDURE FOR THE ORGANIZATION OF THE STUDY PROCESS AND WORK AT
MYKOLAS ROMERIS UNIVERSITY IN AN EMERGENCY SITUATION
DUE TO COVID-19 DISEASE (CORONAVIRUS INFECTION)**

1. The procedure for the organization of the study process and work at Mykolas Romeris University in the event of an emergency situation due to COVID-19 disease (coronavirus infection) (hereinafter - the Procedure) regulates the methods and measures which must be used in the organization and implementation of the study process and work at Mykolas Romeris University (hereinafter - the University) in case of an emergency situation due to COVID-19 disease.
2. The study process and work at the University are organized and carried out with priority given to the protection of the health of community members.
3. Terms used in the procedure:
 - 3.1. Common areas - University spaces for common use (corridors, halls, meeting rooms);
 - 3.2. Mask - a protective device covering the nose and mouth (face masks, respirator or other devices);
 - 3.3. NPHC – the National Public Health Center under the Ministry of Health.

I. ENSURING INFORMATION AND MEASURES

4. The responsible persons appointed by the Head of the Service Unit of the University must ensure that information provided at the entrance to the University is on:
 - 4.1. the need to observe personal hygiene (hand hygiene, coughing, sneezing etiquette, etc.);
 - 4.2. the requirements for wearing masks;
 - 4.3. a ban on contact activities for people with a fever (37.3°C and above) or who have signs of acute upper respiratory disease, other infectious diseases (e.g., runny nose, cough, difficulty in breathing, etc.).
5. The information specified in Section 4 of the Procedure shall be provided in a larger font in Lithuanian and English, priority shall be given to visual information (in addition to the text, illustrations, pictures, etc. related to the requirements, etc.).
6. Responsible persons appointed by the Head of the Service Unit of the University:
 - 6.1. must ensure that there are adequate conditions for hand hygiene (washbasins provide hot and cold water, liquid soap, disposable towels are provided at the washbasins), to enable the disinfection of the hands of persons and workers involved in the activities (in a clearly visible place at the entrance to the University, hand disinfectants are hung in the toilets);
 - 6.2. must be properly instructed in how to act in an emergency.

**II. ORGANIZATION OF STUDIES AND WORK IN THE PREMISES OF THE
UNIVERSITY**

7. The following safety requirements for employees and visitors have been established at the University:

7.1. the University is not working and it is forbidden to work for employees who are subject to compulsory isolation during the isolation period except for employees working remotely or with the permission of the NPHC;

7.2. University visitors are served by ensuring security measures;

7.2.1. the physical contact of the employees with the visitors of the University is restricted, keeping at least the distance of 1 meter or separating the workplace from the visitor by partitions;

7.2.2. it is ensured that the employees serving the University visitors and visitors older than 6 years of age should wear masks, except for the exceptions provided for in Sub-Section 9.2 of the Procedure.

8. The responsible employees of the University must ensure that:

8.1. working areas are ventilated at least once an hour or, if possible, continuously;

8.2. the rooms, where persons meet, are ventilated before the arrival of the occupants and during each break;

8.3. frequently touched surfaces (educational aids, door handles, door frames, table tops, chair supports, stair railings, electrical switches, etc.) are cleaned with a surface cleaner at least twice a day;

8.4. the premises would be ventilated and cleaned after the use of each group if common areas (halls, etc.) were used for the organization of activities;

8.5. cleaning and disinfection of training, educational equipment and inventory shall be performed if these equipment and inventory are used by more than one person;

8.6. the distances between the waiting persons shall be marked in accordance with the procedure provided by the Service Unit of the University for access to the work premises of the University employees performing services for students and other interested persons.

9. While organizing studies and work at the University, it must be ensured that:

9.1. in common areas and enclosed spaces, the distance of 2 meters between persons would be maintained;

9.2. masks may not be worn in lecture and seminar classrooms during lectures and seminars if the distance of 2 meters is maintained between the persons.

9.3. masks are allowed not to be worn by people with disabilities who, due to their health condition, cannot wear masks or their wearing may damage a person's health condition. If a person is unable to wear the mask due to his/her health condition or the specifics of the activity performed, other personal protective equipment may be selected depending on the conclusion of the occupational risk assessment.

10. In all cases, including the wearing of masks, the distance of at least 1 meter would be maintained between persons.

11. The study process at the University shall be organized in accordance with the following requirements:

11.1. lectures and seminars shall be conducted in classrooms where continuous ventilation is ensured, or the premises shall be ventilated in accordance with the requirements established by the legal acts related to the emergency situation;

11.2. streaming lectures involving at least 50 students are organized remotely. The decision on the organization of other lectures and seminars remotely is made by the Rector of the University, taking into account the submission of the Vice-Rector for Academic Affairs;

11.3. lectures and seminars are organized in the premises of the University in order to maintain a distance of at least 2 meters between the persons in the premises. If the distance of 2 meters between persons is not maintained, masks are worn.

11.4. Students must mark by the order specified by the lecturer whether he/she participates in the lectures or seminars conducted by the lecturer being on the University premises or remotely.

12. Consultation and service of interested people (students and other persons) is organized in accordance with the following requirements:

12.1. priority is given to remote consultations and service;

12.2. if for important reasons remote consultation and service is not possible, the person concerned must reserve the date and time. The University employee, with whom it is planned to meet, informs the interested persons about the date and time reservation procedure;

12.3. in all cases, no more than one interested person may be served on the University premises (only one person is allowed to enter the office);

12.4. after the meeting of the University staff with the interested persons, the premises where the meeting took place must be disinfected.

III. ORGANIZATION OF EVENTS AT THE UNIVERSITY

13. The persons responsible for organizing the events must ensure that:

13.1. in confined spaces, events would be organized in accordance with the principle of group isolation;

13.2. when organizing events in open spaces, the distance of at least 1 meter would be maintained between the participants.

14. Persons organizing events at the University must follow the rules established by the Minister of Health of the Republic of Lithuania - by decision of the State Operations Commander of the State Emergency "On the necessary conditions for the organization of culture, entertainment and other events" and valid on the day of the specific event.

IV. MONITORING THE HEALTH STATUS OF EMPLOYEES AND PERSONS PARTICIPATING IN UNIVERSITY ACTIVITIES

15. Only persons wearing masks are allowed to enter the interior of the University. In case of doubts about the health status of persons trying to enter the University, the responsible persons appointed by the Head of the Service Unit of the University have the right to check the temperature of these persons.

16. Persons who are required to be isolated during the period of isolation are prohibited from entering the University.

17. The health status of employees and persons participating in the activities of the University must be monitored. The responsible employees of the University must:

17.1. create conditions for employees and persons participating in the activities of the University to measure their body temperature;

17.2. refuse the admission of persons with a fever (37.3°C and above) or who have signs of acute upper respiratory disease, other infectious diseases (e.g., runny nose, cough, difficulty in breathing, etc.); to the University;

18. A person who develops fever (37.3°C and above) or acute upper respiratory diseases, other infectious diseases (e.g., fever, runny nose, cough, difficulty in breathing, etc.) at the University must immediately leave the premises and consult the coronavirus hotline tel. 1808 or contact his/her family doctor.

19. If a university lecturer, other employee or student suspects the health condition of a person participating in a lecture or seminar, he/she must immediately contact the reception officer at the University premises regarding the persons whose state of health is in doubt.

20. If information about COVID-19 disease (coronavirus infection) has been received from a University employee or a person participating in the activities of the University, the NPHC must be informed immediately. Cooperation with the NPHC is carried out by identifying the exposed persons and applying 14 days of isolation to them.

21. The person designated by the Vice-Rector is responsible for the communication between the University and the NPHC is responsible for keeping the University Rector, the Vice-Rector and the Vice-Rector for Academic Affairs informed about the situation regarding COVID-19 disease (coronavirus infection).

V. FINAL PROVISIONS

22. Following the detection of isolated cases of COVID-19 disease (coronavirus infection), work and studies in the University premises and buildings where these cases were detected, are organized remotely until a separate decision of the Rector of the University on the adoption of further work and organization of studies.

23. The responsible persons appointed by the Head of the Service Unit of the University must periodically check how the entities providing services on the University's premises (e.g., catering establishments) comply with the requirements established for their activities due to COVID-19 disease (coronavirus infection).