

Policy Number:	ADMIN 105	Policy Title:	Suspension of Operations and Closing of the College
Supersedes Existing Policy?	Y	Policy Owner:	Vice-President Corporate Services & CFO
Associated Procedure:	Y	Date Last Approved by CET:	Jan. 22, 2020
Next Review Date:	Jan. 22, 2023		

Suspension of Operations and Closing of the College

Policy

1. Introduction and Purpose

The safety of our College community – students, employees and visitors – is always a top priority. Loyalist serves a large service area and conditions can vary widely within the region. Decisions made to close Loyalist College are made with the safety of its community as its key factor.

The following policy sets out the guidelines for a campus closure due to weather conditions or other emergencies.

2. Application

This policy applies to the entire college community.

3. Definitions

Emergencies – hazardous situations, building services disruptions, utility failures, floods, excessive heat or cold, or unusually severe adverse weather conditions

4. Policy Statement

4.1 Deciding to Close the College

Except for the December holiday break and statutory holidays, the college remains open every day. On occasion, severe weather conditions or other emergencies where the safety of the College community is

at significant risk may require the College to close. The following criteria will be considered to determine if a college closure is necessary.

- a. The safety of employees and students.
- b. The ability of the College to maintain safe conditions.
- c. Current and forecasted weather conditions.
- d. Current and forecasted road conditions.
- e. Public transportation availability.

4.2 Closing the College

If the college is closed, classes and examinations are suspended, college buildings are closed, meetings and events are cancelled. Students are to check communications from their professor/instructor for details on how the missed class will be addressed.

Should this action be necessary, the College will provide as much notice as possible in the circumstance to minimize inconvenience.

Note: No change will be made to an employee's status should they be on sick leave, vacation, leave, leave of absence, etc. in the event the College is closed for any of the reasons contained in this policy.

4.3 Closing the College

Loyalist College is committed to providing a safe learning and working environment for students, staff and campus visitors. When Loyalist College is open, there is an expectation that students and employees will make every effort to attend work or class, considering the safety of themselves and others.

If the College is open, but a student is unable to attend class because of unexpected severe weather, the student must notify their professors/instructors as soon as possible and follow any special instructions as per the course outline or learning plan.

If the College is open, but an employee is unable to attend work because of unexpected severe weather, the employee must inform their manager as soon as possible. Upon approval by their manager, the absence may be recorded as a vacation or the employee can make up the time.

Students who are scheduled for off-campus placements will adhere to the decision of their work placement. Students or employees, who are unable to report to their placement, must notify their placement contact as soon as possible.

5. Related Documents

ADMIN 105 – Suspension of Operations and Closing of the College Procedure

Procedure

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1. Purpose

Loyalist College is committed to providing a safe learning and working environment for students, staff and campus visitors. The following procedure sets out the process for a campus closure due to weather conditions or other emergencies.

2. Application

This policy applies to College students and employees.

3. Roles and Responsibilities

Senior Director of Infrastructure/designate will:

- › Monitor the various weather service advisories to determine the forecast or contact with utility providers.
- › Advise the Vice-President Corporate Services & Chief Financial Officer of the weather forecast, and campus and regional conditions.

4. College Closure Decisions

4.1

In the event of an emergency, authorization for suspension of normal operations or closing the College, a campus or satellite location may only be granted by the President or designate.

4.2

The decision will be communicated to the Vice President, External Relations or designate by 6:30 am for daytime classes and by 3:00 pm for evening classes. If the decision to close is announced before the

start of normal working hours, employees normally on duty at the affected locations do not have to report for duty unless they are advised by the College that their services are required.

4.3

Should a decision be made for the College to remain open; weather conditions will be monitored throughout the day. If conditions change that warrant a cancellation of classes for College closure after 6:30 am, these decisions will be made as quickly as possible and communicated. For all other emergency closures, these decisions will be made as quickly as possible to address health and safety concerns.

4.4

When a decision to close a College building has been made, occupancy or access to the closed building will be determined at the discretion of the Senior Director of Infrastructure or College Executive Team (CET).

5. College Closure Notification

5.1

Once approved, the Senior Director of Infrastructure or designate will alert College security, switchboard, cafeteria, bookstore, print services and cleaning services.

5.2

The Vice President of External Relations will contact the local radio stations and online news sources to advise them that the college is closed and the reason. A comprehensive list of current newspaper and radio contact information is maintained by the External Relations department.

5.3

The Vice President of External Relations will also ensure that information about the closure is posted on the website and send a message via email to all students, faculty and staff; myLoyalist portal; and social media.

6. Related Documents or Links

[ADMIN 105 – Suspension of Operations and Closing of the College Policy](#)