

COLLEGE CLOSURE POLICY

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A. PURPOSE

The College recognizes that occasional situations including severe adverse weather conditions, building emergencies or serious safety concerns may result in a decision to close the College. This policy describes the expectations for delivering a timely and coordinated response to a College Closure due to adverse weather or other conditions, which may compromise safety at one or more Douglas College campuses and/or for persons travelling to or from the campuses.

B. SCOPE

This policy applies to all members of the Douglas College Community.

C. DEFINITIONS

College Closure: Refers to a decision to suspend all College operational services and activities.

College Community: Includes all employees, students, users, contractors, suppliers, visitors and any other person participating in any College-related activity or attending on College premises.

Required Services Personnel: Employees from areas that provide critical services to the College and College Community (i.e., Facilities Services, Safety, Security and Risk Management (SSRM), College Daycare, Biology/Veterinary Tech Labs, and the Centre for Educational and Information Technology (CEIT)).

Supervisor: A person to whom a College employee reports, whose title may or may not be 'Supervisor'. For students on practicum, the faculty member overseeing the practicum is the Supervisor.

Workplace: All Douglas College premises and any off-campus sites utilized by Douglas College for the purposes of instruction or practicums, and/or other environments in which Douglas College work activities take place and where assigned work is performed by an employee or by a student on practicum.

D. POLICY STATEMENTS

1. The Director, Facilities & Ancillary Services and/or Director, SSRM will conduct a risk assessment prior to making the decision to close the College. Decisions to close each campus may be made separately and may affect each campus differently.
2. If a College Closure is announced, employees who are scheduled to work are not required to report to work unless designated as Required Services Personnel. Required Services Personnel are expected to come to work, or remain at work, provided it is safe for them to do so and a safe working environment exists.
3. Any College Closure decision is made with the utmost concern for students and employees. If a decision is made to close the College, every reasonable effort will be made to deliver a timely and coordinated response to notify all members of the College Community with as much notice as possible using the following means:
 - The College's external website
 - The College's emergency notification system
 - Local media
 - The College's official social media sites
4. A College Closure will result in cancelling all scheduled classes, activities, events and services, and may result in cancelling and rescheduling exams.
5. Employees scheduled to work the day of the closure will suffer no loss of pay. Employees required to provide required services during a snow closure will receive compensating time off in lieu, at straight time.
6. In the event that the College makes a decision to remain open during fluctuating weather conditions, and classes are to proceed as scheduled, students are recommended to contact their instructors before commuting to the College.
7. If a decision is made to keep the College open during fluctuating weather conditions, an employee who is scheduled to work but may be delayed in getting to work, or who is unable to get to work because of road or transit conditions, must advise the Supervisor to whom they report as soon as possible. Missed time will be taken and recorded in accordance with the applicable collective agreement or the *Terms and Conditions of Employment for Excluded Employees*.

8. In the event that a College Closure results in the cancellation of final exams, cancelled exams will be rescheduled or alternate arrangements may be made.
- a) **Cancelling Final Exams**
The cancellation of final exams will be announced via notification on the Douglas College external website homepage and intranet.
- b) **Rescheduling Final Examinations**
Whenever possible, rescheduled examinations will take place at the same time of day and location as originally scheduled – only the days will be changed. The Registrar will reschedule final exams as follows, and will post the information on the Douglas College external website homepage and the intranet:
- **If an entire day of final examinations is to be rescheduled**, that day will be added to the end of the final exam period.
 - **If some portion of a day of final examinations is to be rescheduled**, that portion of the day will be rescheduled and added to the end of the examination period.
 - **If two or more days of final exams are to be rescheduled**, they will be moved to the end of the examination period in the same sequence as originally scheduled.
 - **If the rescheduled examinations should be moved to the next Monday and that Monday is a statutory holiday**, those examinations will be rescheduled to the following Tuesday.

E. PROCEDURES

[Standard Operating Procedures](#) on DC Connect (for internal users)

- *College Closure – Due to Weather Conditions*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies Page](#)

- *Health and Safety*

G. RELATED ACTS AND REGULATIONS

- N/A

H. RELATED COLLECTIVE AGREEMENTS

Current [Collective Agreement between Douglas College and the British Columbia Government and Service Employees' Union \(BCGEU\)](#)

Current [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)

Current [Terms and Conditions of Employment for Excluded Employees](#)