I. PURPOSE

1.0 The purpose of this policy is:

(a) to identify the decision-making process that may lead to an emergency service reduction or closure of the University;
(b) to establish procedures for communicating a service reduction or closure decision to the University community once a decision is made;
(c) to establish procedures to be followed after a decision is made.

II. DEFINITIONS

1.0 Closure – means the suspension of classes, examinations and/or all other in-person activities on University property with the exception of critical operations necessary to mitigate risk and support:

(i) the safety of students, faculty, staff, and visitors
(ii) the continuance of research, and
(iii) the University infrastructure.

2.0 Service Reduction – the University remains open, however, service reduction may include the suspension of classes and/or closing of some in-person activities/services on University property.
III. POLICY

1.00 University operations and activities will continue as scheduled until such time as a decision is made to close the University.

2.00 A decision to close the University may result from hazardous weather conditions or any other circumstances that reasonably justify a decision to close the University.

3.00 The decision to close the University is the responsibility of the Vice-President (Operations and Finance), or designate, in collaboration with the Provost and Vice-President, Academic.

4.00 Responsible authorities mentioned in this document may name a delegate or alternate to take action. When a decision by the Provost is required and the Provost is not available, the decision shall be made by the President or Acting President.

5.00 When a decision is made to close the University, the following apply:

(i) in-person classes are not held, but may be rescheduled to a non-instructional day at the discretion of the instructor,
(ii) scheduled online learning will continue to take place at the discretion of the instructor;
(iii) in-person meetings and other scheduled events are cancelled;
(iv) the provision of scheduled online services will continue at the discretion of the support unit leader;
(v) in-person tests and examinations are cancelled and rescheduled;
(vi) deadlines for student assignments and other submissions,
   a. that are related to classes delivered online are due as indicated in the course outline,
   b. that are related to classes delivered in-person are postponed until the same hour on the next academic day on which the University is not closed, unless otherwise specified from the instructor;
(vii) deadlines for job applications and other employment requirements are postponed to the same time on the next business day on which the University is not closed.