

POLICY 1.14 – Emergency Service Reduction or Closure

Policy Category:	General
Subject:	Emergency Service Reduction or Closure
Approving Authority:	President
Responsible Officer:	Vice-President (Operations & Finance)
Responsible Office:	Facilities Management
Related Procedures:	Procedures for Policy 1.14 Emergency Service Reduction or Closure
Related University Policies:	
Effective Date:	January 15, 2021
Supersedes:	November 25, 2019; December 1, 2011; December 11, 2000; June 22, 1979

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
 - (ii) 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.

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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.