

HOLLAND COLLEGE

ADMINISTRATIVE REGULATION

Category: HEALTH, SAFETY & SECURITY
Topic: CENTRE CLOSINGS DUE TO ADVERSE WEATHER AND OTHER CIRCUMSTANCES
Code: 30-04-2
Effective Date: January 14, 2021 **Revision:** TWELVE
Approved by: President of Holland College, Sandy MacDonald

GENERAL

- 1.** For the purpose of this guideline, College centres will be grouped as follows:
 - a)** Summerside Locations (Summerside Waterfront Campus, Marine Training Centre and Atlantic Police Academy);
 - b)** Tourism & Culinary Centre;
 - c)** Georgetown Centre (including Scotchfort);
 - d)** Prince of Wales Campus (Charlottetown Centre, CAST, MCCE, Montgomery Hall, Belmont St. and other Charlottetown language instruction centres);
 - e)** West Prince Campus (Alberton)
- 2.** Based on forecasted weather or other circumstances the operational status will generally be by group, not by individual centre(s). Exceptions to this may occur with the approval of the Vice President of Academic & Applied Research.
- 3.** Centre(s) closures due to circumstances not related to adverse weather will only effect individual building(s).
- 4.** The responsibility for determining operational status of specific College centres is that of the Vice President of Corporate Services, Strategic Development & Stakeholder Relations (VP-CSSDSR). The Vice President will designate an individual(s) to be responsible for each of the groups listed in paragraph 1 of this regulation.
- 5.** The respective individual(s) designated by the VP-CSSDSR is responsible for communicating any decision regarding adjusting the operational status for any groups(s) of Holland College buildings identified in section 1 in a timely manner. Such communications will be promptly issued via HC SAFE mobile application, Holland College closures & delays website, student & staff email, Holland College social media channels, SAM site, and local radio stations.

CLOSURES, DELAYS & CANCELLATIONS

- 6.** Students and staff are expected to use their own good judgement as far as attendance is concerned during periods of adverse weather conditions.

- 7.** When a decision regarding adjusting the operational status for any groups(s) of Holland College buildings identified in section 1 is taken prior to the commencement of the normal workday, communication will be issued via HC SAFE mobile application, Holland College closures & delays website, student & staff email, Holland College social media channels, SAM site, and local radio stations typically no later than 7:00 a.m. (Only exception would be for the TCC group where the call will be made typically no later than 5:00 a.m.)
- 8.** In the event of a delay or closure:
 - 8.1** Distance classes will proceed as scheduled, provided technology is functioning.
 - 8.2** Where possible, employees will make arrangements to work from home. However, where working from home is not possible, employees will not be disadvantaged in any way.
- 9.** Announcements concerning closures and delays will take one of the following formats:
 - 9.3 Centre(s) Are Closed:** When the College makes a decision to close centres and cancel face to face classes due to adverse weather conditions, the centres will remain locked and will not be accessible by students, staff or the general public.
 - 9.4 Delayed Opening:** When weather conditions dictate, the College may operate on a delay with a further announcement to follow. The centres will remain locked and will not be accessible by students, staff, or the general public, and will only be opened 30 minutes prior to the time specified as the commencement of classes.
- 10.** When a decision to close College buildings and cancel face to face classes is made after the commencement of the normal workday the following shall apply:
 - a)** Employees and students will be advised by HC SAFE mobile application, Holland College website under delays & closures, student & staff email, and on the SAM site. Managers and instructors should ensure their staff and students have been made aware that the building is closed.
 - b)** The centre(s) will be locked and will not be accessible from outside.
 - c)** An announcement via HC SAFE mobile application, Holland College closures & delays website, student & staff email, Holland College social media channels, SAM site, and local radio stations will be made to inform the general public and continuing education (night) students that the centre(s) is closed.
 - d)** When the announcement to close is made during the school day, employees and students will have up to two hours after the official announced closing time to make arrangements for travel or an alternate location to wait out the adverse weather.
- 11.** When a decision is made to close a centre(s) for reasons other than adverse weather conditions an announcement will be made in a timely fashion to those effected students, staff and other individuals.

- 12.** When individual staff wish to cancel a particular night course for any reason, the cancellation should be communicated directly to the students (i.e. telephone call, email, etc.); radio announcements should not be made.

Special Events

- 13.** "Special Events" include, but are not exclusive to, performances at the Florence Simmons Performance Hall and significant sporting and/or conference services events.
- 14.** Typically, all special events are cancelled if the College buildings are closed. Exceptions can be granted with the approval of the VP-CSSDSR at the request of the College manager with responsibility for the special event. Should an exception be granted by the VP-CSSDSR to continue with the special event after a building has been announced as Closed or Delayed, this decision will be communicated via applicable media in a timely fashion.

Storm Closures – Clinical/Practicum/OJT

- 15.** Inclement weather that results in Holland College campus closure(s) will not necessarily cancel clinicals, practicums, or OJTs.
- 16.** In the event of adverse weather or travel conditions, students should communicate with their Holland College clinical or practicum coordinator and their OJT placements to confirm appropriate action under the circumstances.
- 17.** When on-site at a clinical, practicum or OJT, students follow the closing policy of their host organization.
- 18.** Students are expected to use their own good judgment as far as attendance at clinical/practicum/OJT is concerned during a period of adverse weather conditions.

Designated Employees

- 19.** When, due to adverse weather conditions, College facilities are closed or classes are delayed, designated employees may be required to remain at their workplace to ensure certain essential functions continue to operate.
- 20.** The College will maintain a list of designated employees for the purpose of this article and will inform designated employees in writing of their designated status. This list will be updated prior to October 15 of each year.
- 21.** Employees under the Administrative and Support Agreement who are required to report for work or remain at work during periods when weather conditions have caused a closure or delay shall be compensated at straight time off for all time worked during this period. This time off shall be taken at a mutually agreeable time.

Electrical Power, Heat and Other Utility Interruption

- 22.** When electrical power or other utilities (heating, water, or sewage) experience prolonged service interruptions to a College centre(s), it may be necessary to delay or close centre(s) and cancel face to face classes, sporting and/or conference service events. Decisions in such instances will be made by the VP-CSSDSR in consultation with the Director of Facilities Management.
- 23.** Decisions regarding closure for power and utility interruptions will consider the following:

- a)** Life safety systems
- b)** The safety and security of College employees, students, and the general public.
- c)** The College's ability to operate effectively.

Appendix A:

Centres with Designated Employees for Extended Hours During Adverse Weather Conditions

The following College centres will have a designated employee during a closure due to adverse weather conditions:

- (i)** Marine Training Centre
- (ii)** Summerside Waterfront Campus
- (iii)** Atlantic Police Academy
- (iv)** West Prince Campus (Alberton Centre)
- (v)** Charlottetown Centre
- (vi)** Centre for Applied Sciences & Technology (CAST)
- (vii)** McMillan Centre for Community Engagement (MCCE)
- (viii)** Montgomery Hall
- (ix)** Tourism & Culinary Centre
- (x)** Georgetown Centre