

<b>University of Prince Edward Island</b>	<b>Policy No.</b> govbrdrmt0009	<b>Revision No.</b> 0
<b>Policy Title:</b> University Closure		<b>Page 1 of 1</b>
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## 1. Introduction

- 1.1. The safety of our students, staff and faculty, as well as the animals under University care is of utmost importance. This policy will be followed on the occurrence of any condition(s) that require the closure or delay in opening of the University, including but not limited to adverse weather, utilities failure, facility damage or other emergency conditions that prevent normal operations. This policy is intended to maintain a degree of flexibility in order to handle the essential nature of emergency situations, which are unique and may arrive unexpectedly.

## 2. Purpose

- 2.1. The purpose of this policy is to define and set standards for the closure and delay opening the University, including the designation of authorities and responsibilities; defining key terms; mandating communication; identifying essential services and facilities; and clarifying employee compensation.

## 3. Scope

- 3.1. This policy is applicable University-wide.
- 3.2. This policy is not applicable to the Bell Aliant Centre.
- 3.3. This policy is applicable at all times including outside regular operating hours (evenings, overnight, weekends and holidays).

## 4. Responsibilities

- 4.1. This Policy is authorized by the Board of Governors.
- 4.2. The decision to close, delay opening and reopening the University is the sole responsibility of the President (or designate) based on the recommendation of the Vice-President, Administration and Finance (or designate).
- 4.3. The development and maintenance of this Policy is the responsibility of the Vice-President, Administration and Finance. The Vice-President, Administration and Finance is authorized to establish procedures required to carry out the intent of this Policy.
- 4.4. When the University does not close, or delay opening due to adverse conditions, in particular adverse weather conditions, students and employees are reminded that they are responsible for determining when these conditions make their travel unsafe.
- 4.5. Additional procedural responsibilities shall be designated by the Vice-President, Administration and Finance, and outlined in the University Closure Procedure.

**5. Definitions:**

In this Policy,

- 5.1. **Administrative Head** means a head of an academic department, a director of a non-teaching unit; a director of a centre; institute or school; a dean; the university librarian; an associate vice-president; the registrar; a vice-president or the president or the equivalent, as the case may be.
- 5.2. **Closure** means the University’s normal operations have ceased, except essential services as described in Section 8, specifically:
  - 5.2.1. classes and labs are cancelled;
  - 5.2.2. meetings and other scheduled events are cancelled;
  - 5.2.3. scheduled examinations are cancelled, to be rescheduled;
  - 5.2.4. staff and faculty, other than those providing essential services (Section 8), are not expected to be at work, but are paid for a normal day in accordance with Section 9; and
  - 5.2.5. all buildings are secured and closed, except those buildings that have been specifically designated to remain open.
- 5.3. **Delay** means that University has postponed opening until a specified time. During the period of the postponement:
  - 5.3.1. classes and labs are not held;
  - 5.3.2. meetings and other scheduled events are cancelled, or postponed if possible;
  - 5.3.3. scheduled examinations are cancelled, to be rescheduled;
  - 5.3.4. staff and faculty, other than those providing essential services (Section 8), are not expected to be at work, but are paid in accordance with Section 9; and
  - 5.3.5. all buildings are secured and closed, except those buildings that have been specifically designated to remain open.
- 5.4. **Service Units** means those operational units in which staff members are employed that provide services and support to students, faculty, staff and animals under care by the University, but do not involve the delivery of classroom or laboratory instruction.
- 5.5. **University** means the University of Prince Edward Island.

**6. Closure Factors**

- 6.1. The following factors shall be taken into consideration when making a decision to close or delay opening the University:

- 6.1.1. state of emergency or impending state of emergency;
- 6.1.2. weather conditions (current and forecast);
- 6.1.3. weather warnings, as issued by Environment Canada;
- 6.1.4. road conditions, as reported by the PEI Department of Transportation Infrastructure and Energy and the Office of Public Safety;
- 6.1.5. availability of public transport;
- 6.1.6. ability to access and use the campus safely;
- 6.1.7. ability to maintain campus roadways, parking lots, paths, stairs and building entrances in safe condition;
- 6.1.8. ability of emergency services to access the campus;
- 6.1.9. anticipation that conditions will worsen or persist such that public transportation may not operate or roads may be closed as a result of storm conditions, which will make travel home unusually difficult or hazardous; and
- 6.1.10. any other factor(s) or condition(s) that threatens the health or safety of those individuals who study, live, work on or visit the campus.

## **7. Communication**

- 7.1. The University shall communicate all closures and delays to the University community in a timely manner by the communication channels outlined in the University Closure Procedure.

## **8. Essential Services and Facilities**

- 8.1. The University may require certain facilities to remain open when the University is closed. Some departments and services may have to continue total or partial operations depending on the circumstances. As a result some or all of the employees in such departments may be asked to remain at work or come in to work to provide essential or emergency services.
- 8.2. The Administrative Head responsible for the service units designated as essential services shall designate staff members to carry out those essential services.
- 8.3. Positions designated as essential for the purposes of this policy are:
  - 8.3.1. designated faculty and staff in the Veterinary Teaching Hospital at the Atlantic Veterinary College;
  - 8.3.2. designated animal care staff at the Atlantic Veterinary College;

- 8.3.3. designated faculty and staff in Diagnostic Services at the Atlantic Veterinary College required to test samples with defined test stabilities
  - 8.3.4. Department of Facilities Management staff assigned to snow removal duties;
  - 8.3.5. Department of Marketing and Communications staff assigned to closure communication duties;
  - 8.3.6. Security Services staff;
  - 8.3.7. all other required support staff/contractors, based on the requirements during each closure for emergency repairs and maintenance;
  - 8.3.8. designated staff in the University residences; and,
  - 8.3.9. Food Services staff providing services to students living in University residences.
- 8.4. The University may designate specific building(s) remain open during a closure or delay to be set out in the University Closure Procedure or at the discretion of the President (or designate).

## **9. Employee Compensation**

- 9.1. If the University is closed for a period of time, employees scheduled to work during this time will be paid.
- 9.2. A staff member who is on vacation, sick leave, or unpaid leave, or who is not scheduled to work during this period, is not entitled to compensation or equivalent time off later as a result of the closure or delay in opening.

## **10. Resuming Normal Operations**

- 10.1. After the conditions leading to the closure have ended and the University has secured the safety of people and property, the University will return to normal operations as soon as possible. The University will remain closed until the University has communicated a specified time to resume normal operations.
- 10.2. The University may permit or require certain buildings, facilities or departments to re-open or provide limited operations, prior to full reopening of the University, at the discretion of the President (or designate) or as set out in the University Closure Procedure.

## **11. Review**

- 11.1. This policy is to be reviewed every five (5) years.