

University of Prince Edward Island	Policy No. govbrdrmt0009	Revision No. 1
Policy Title: University Closure		Page 1 of 7
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1. Introduction

- 1.1. The University of Prince Edward Island (The University, UPEI) may sometimes face conditions that make it significantly difficult or unsafe to access its campuses. In these circumstances, for the safety of students, staff, faculty, contractors and visitors and animals under its care, the University may delay the opening of or close one or all its campuses for the day.
- 1.2. While offices and campus services may close and classes cancelled during a campus closure, essential services of the University will normally continue to operate, provided it remains safe and possible to do so.
- 1.3. Under exceptional circumstances, the University may also remain closed, pursuant to Government or regulatory directives.

2. Purpose

The purpose of this Policy is to:

- 2.1. Provide information on possible conditions that may warrant a delayed opening or closure of the University
- 2.2. Guide University members to information and instructions on University protocols applied for a delayed opening or closure of the University
- 2.3. Provide information on University protocols for class cancellations
- 2.4. Identify essential services and facilities on campus
- 2.5. Define mandated communications for delayed openings and closure of the University
- 2.6. Provide information on employee compensation when the University is closed during working hours.

3. Scope

- 3.1. This Policy applies to all:
 - 3.1.1. University members, contractors and on-campus visitors
 - 3.1.2. UPEI offices and campuses on Prince Edward Island
- 3.2. This Policy does not apply to the Bell Aliant Centre.
- 3.3. This Policy is applicable twenty-four hours a day and seven days a week.

4. Definitions

- 4.1. **Administrative Head** means:
 - 4.1.1. a head of an academic department
 - 4.1.2. a director or manager of a non-teaching unit
 - 4.1.3. a director of a centre, institute, or school
 - 4.1.4. a dean or associate dean
 - 4.1.5. the University Librarian
 - 4.1.6. the Registrar
 - 4.1.7. a vice-president or associate vice-president
 - 4.1.8. the President or the equivalent
- 4.2. **Closure** means that the University's normal operations have ceased, except essential services as described in Section 10 and, specifically:
 - 4.2.1. classes and labs are cancelled;
 - 4.2.2. meetings and other scheduled events are cancelled;
 - 4.2.3. scheduled examinations are cancelled, to be rescheduled;
 - 4.2.4. staff and faculty, other than those providing essential services (Section 10), are not expected to be at work, but are paid for a normal day in accordance with Section 11; and

- 4.2.5. all buildings are secured and closed, except those buildings that have been specifically designated to remain open.
- 4.3. **Delay** means that University has postponed opening until a specified time. During the period of postponement:
- 4.3.1. classes and labs are not held;
- 4.3.2. meetings and other scheduled events are cancelled, or postponed if possible;
- 4.3.3. scheduled examinations are cancelled, to be rescheduled;
- 4.3.4. staff and faculty, other than those providing essential services (Section 10), are not expected to be at work, but are paid in accordance with Section 11; and
- 4.3.5. all buildings are secured and closed, except those buildings that have been specifically designated to remain open.
- 4.4. **Designated Buildings** means campus buildings that are designated to stay open during a delayed opening or closure of the University.
- 4.5. **Service Units** means those operational units in which staff members are employed and that provide services and support to students, faculty, staff, and animals under care of the University, but do not involve the delivery of classroom or laboratory instruction.
- 4.6. **University Administration** means the Vice-President, Administration and Finance and University Key Staff listed in the *University Closure Procedures*.
- 4.7. **University Members** means the staff, faculty and students of UPEI.

5. Responsibilities

- 5.1. This Policy is authorized by the **Board of Governors**.
- 5.2. The **President** (or designate) has sole responsibility for taking the decision to close, delay the opening of, and reopen the University, based on the recommendation of the Vice-President, Administration and Finance (or designate).

- 5.3. The **Vice-President, Administration and Finance** is responsible for the development and maintenance of this Policy.
- 5.4. The **Vice-President, Administration and Finance** shall establish procedures required to carry out the intent of this Policy, including the development and implementation of the *University Closure Procedures*
- 5.5. **University Administration** is responsible for activating the directives in this Policy and the *University Closure Procedures*.
- 5.6. **University Closure Procedures** provides details of procedures and protocols on delayed opening and closure and are maintained by the Office of the Vice-President, Administration and Finance.
- 5.7. **University Members** are responsible to follow the directives of this Policy and those outlined in the *University Closure Procedures*.

6. Conditions for closure

- 6.1. Some of the conditions that may require a delayed opening or the closure of one or more campuses of the University are:
 - 6.1.1. A declaration of state of emergency or impending state of emergency by the Province;
 - 6.1.2. Adverse weather conditions and warnings issued by Environment Canada;
 - 6.1.3. Unsafe road conditions, as reported by the PEI Department of Transportation and Infrastructure and the Office of Public Safety;
 - 6.1.4. Non-availability of public transport;
 - 6.1.5. Limited or no ability for emergency services to access the campus;
 - 6.1.6. The anticipation that conditions will worsen or persist to a degree that will render road conditions unsafe, lead to road closures and cause interruptions in public transportation; and
 - 6.1.7. any other event or condition that will threaten the health or safety of individuals and animals on campus.

7. Assessment of adverse conditions

- 7.1. **University Administration** will rely on information from official sources in determining the severity of prevailing conditions, including but not limited to information issued by Provincial and Federal Governments and Government Agencies.

8. Communication

- 8.1. The University shall communicate all closures and delays to the University community and the public in a timely manner using communication channels outlined in the *University Closure Procedures*.

9. Designated Buildings

- 9.1. Some campus buildings are designated to stay open during a delayed opening or closure of the University, due to the nature of their services and facilities, including the following:
- 9.1.1. All campus residences
 - 9.1.2. Wanda Hyatt Dining Hall
 - 9.1.3. Central Utility Building
 - 9.1.4. Designated Atlantic Veterinary College Units.
- 9.2. The President, or designate, may convert further buildings into designated buildings and these will be identified in the *University Closure Procedures*.

10. Essential Services and Facilities

- 10.1. 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 the employees in such departments may be asked to remain at work or come in to work to provide essential or emergency services.
- 10.2. The **Administrative Head** responsible for the **Service Units** designated as essential services shall designate staff members to carry out those essential services.

Positions designated as essential for the purposes of this Policy are:

- 10.2.1. Designated faculty and staff in the Veterinary Teaching Hospital at the Atlantic Veterinary College;
 - 10.2.2. Designated animal care staff at the Atlantic Veterinary College;
 - 10.2.3. Designated faculty and staff in Diagnostic Services at the Atlantic Veterinary College required to test samples with defined test stabilities, or those that will be destroyed or unusable if not dealt with during the delay or closure;
 - 10.2.4. Staff in the Department of Facilities Management staff assigned to snow removal duties and all other support staff/contractors, based on the requirements during each closure for emergency repairs and maintenance;
 - 10.2.5. Staff in the Department of Marketing and Communications assigned to closure communication duties;
 - 10.2.6. Staff in Security Services;
 - 10.2.7. Designated staff in the University residences; and,
 - 10.2.8. Staff providing food services to students living in university residences.
- 10.3. The University may designate specific building(s) to remain open during a closure or delay to be set out in the *University Closure Procedures* or at the discretion of the President (or designate).

11. Employee Compensation

- 11.1. If the University is closed for a period of time, employees scheduled to work during this time will be paid.
- 11.2. 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.

12. Resuming Normal Operations

- 12.1. After the conditions leading to the closure have ended, 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.

- 12.2. The University may permit or require certain buildings, facilities, or departments to re-open or provide limited operations, prior to a full reopening of the University, at the discretion of the President (or designate) or as set out in the *University Closure Procedures*.

13. Review

- 13.1. This policy is to be reviewed every five (5) years. or earlier as circumstances dictate.