

COLLEGE CLOSURE POLICY

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A. PURPOSE

Douglas College (the College) recognizes that occasional situations, including severe adverse weather conditions, building emergencies, serious safety concerns or labour or transit disruptions, may result in a decision to close any or all College Campuses and Properties. This policy describes the expectations for delivering a timely and coordinated response to a College Closure due to conditions that may compromise safety at, or impede access to, one or more College Campuses and Properties, and/or for persons travelling to or from these locations.

B. SCOPE

This policy applies to all members of the College Community. It does not apply in circumstances requiring emergency evacuations of College Campuses or Properties.

C. DEFINITIONS

College Campuses and Properties: All buildings, structures, parking lots, vehicles, space or land (including vacant space or land) controlled, owned, leased and/or occupied by the College; for the purposes of this policy, includes any grounds or facilities used in partnership with other parties as well as online learning and working environments.

College Closure: The suspension in whole or in part of College operational services and activities at any or all College Campuses and Properties; a Closure may be short-term or long-term.

College Community: All College employees, students and Board members, and any other person contractually obligated to comply with College policy; for the purposes of this policy, includes anyone participating in any College-related activity or attending on College Campuses or Properties.

Required Services Personnel: Employees from areas that provide critical services to the College and College Community; critical services include Facilities, Safety, Security and Risk Management (SSRM), Biology/Veterinary Tech Labs, Information Technology Services, and other areas as designated by the appropriate Responsible Administrator.

D. POLICY STATEMENTS

1. Any College Closure decision is made with the utmost concern for students and employees, and the decision to close a College Campus or Property will take into account the impact of such a Closure on students and employees.
2. In anticipation of potential College Closures, all College departments/units are expected to develop and maintain business continuity plans; instructional faculty are encouraged to communicate contingency plans (e.g., shifting in-person to online delivery, re-scheduling or re-designing assignments) to students at the beginning of each semester.
3. Prior to making a decision to close the College, the Director, Facilities and/or Director, SSRM will conduct a risk assessment. Decisions to close each College Campus or Property may be made separately and may affect each location differently.
4. The College acknowledges and will take into account the fact that decisions to keep College Campuses and Properties open and classes running as scheduled during fluctuating weather conditions can inconvenience students and employees in their commute.
5. If a decision is made to close any College Campus or Property, every reasonable effort will be made to provide timely and coordinated notice to all members of the College Community, using the following means:
 - a. The College's external website
 - b. The College's emergency notification system
 - c. The College's official social media sites
 - d. Local media
6. In the event of a short-term College Closure (e.g., a snow day),
 - a. All classes, activities, events and services scheduled to be held or delivered on-campus will be cancelled, and exams may be rescheduled;

- b. Where infrastructure permits, classes, activities, events and services scheduled to be delivered online will continue as scheduled;
 - c. Classes and services normally provided on campus may be moved online, where feasible and practicable, with consideration given to students and employees unable to participate in online opportunities at short notice; and
 - d. The cancellation of any final exams will be announced via notification on the Douglas College external website.
7. In the event of a longer-term College Closure (e.g., one week or longer),
 - a. Senior Management Team (SMT) will determine whether the Closure will affect operations and facilities in part or in whole, and give due consideration to the time needed to implement business continuity plans; and
 - b. Where a Closure is partial, SMT members, in consultation with the appropriate Responsible Administrator(s), will determine which operations under their oversight will be suspended/postponed, cancelled or shifted online. (For example, the VP, Academic and Provost, in consultation with the Deans, will determine for the Academic Division whether course delivery will be suspended, cancelled or moved online, or some combination.)
8. If a College Closure is announced, employees who are scheduled to work on the affected College Campus or Property are not required to report to work in-person unless designated as Required Services Personnel. Required Services Personnel are expected to come to work, or remain at work, provided it is safe for them to do so and a safe working environment exists.
9. Employees scheduled to work the day of the College Closure will suffer no loss of pay.
10. Educational activities (e.g., practicum, clinical or other training), co-curricular and extra-curricular activities (e.g., varsity or other athletics) scheduled at sites that remain open and safely accessible during a College Closure may continue as scheduled. Faculty who oversee off-campus activities may decide, in consultation with their Chair/Coordinator and/or immediate supervisor, whether these activities should proceed or be postponed/cancelled.
11. In the event that a College Closure results in the cancellation of final exams, cancelled exams will be rescheduled or alternate arrangements made. Whenever possible, rescheduled exams will take place at the same time of day and location as originally scheduled – only the dates will be changed. The Registrar will post the information on the Douglas College external website homepage.

The rescheduling of final exams will be done as follows:

- **If an entire day of final exams is to be rescheduled**, that day will be added to the end of the final examination period.
- **If some portion of a day of final exams is to be rescheduled**, that portion of the day will be rescheduled and added to the end of the final examination period.
- **If two or more days of final exams are to be rescheduled**, they will be moved to the end of the final examination period in the same sequence as originally scheduled.
- **No final exams will be moved to a day that is a statutory holiday, but some may be rescheduled on a weekend.**

E. PROCEDURES

[Standard Operating Procedures](#) on DC Connect (for internal users)

- *College Closure*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *Occupational Health and Safety*
- *Work from Home*

G. RELATED ACTS AND REGULATIONS

- N/A

H. RELATED COLLECTIVE AGREEMENTS

- [*Collective Agreement between Douglas College and the British Columbia General Employees' Union \(BCGEU\)*](#)
- [*Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)*](#)
- [*Terms and Conditions of Employment for Excluded Employees*](#)