

## University Policy 2207: Inclement Weather/Emergency Closure Procedures

### I. Definitions

**Designated Employees:** means employees assigned to positions identified by their supervisor and/or department heads as necessary to the maintenance of operations and services to the university. For a further discussion on designated employees, please see University Policy 1137: Designated Employees.

**Eligible Employees:** means all salaried faculty and staff who are not Designated Employees.

The definitions of External Events and Internal Events are available in University Policy 1103: Space Utilization and Scheduling.

### II. Types of Operating Schedule

#### Full Closure

All Activities with the exception of critical functions identified in the university's *Continuity of Operations Plan* are cancelled.

- The university is closed; all eligible employees receive university leave.
- Designated personnel are required to report to work.
- External events are cancelled or postponed until the university resumes normal operations. Internal events (i.e. individual university events or auxiliary enterprise events may be held with approval and support from Facilities Management and Senior Vice President)

#### Modified Operating Schedule

One or more University Activities are Delayed, Postponed, Cancelled, or Released Early.

- Classes, work schedules, outdoor activities, and/or events are delayed, released early, or cancelled.
- Students, Faculty and Staff should observe official announcements regarding operating schedules or conditions posted on the university homepage, Mason Alert, University Information (703-993-1000), or other media outlets.
- Students should observe modified class schedules and continue to monitor email or Blackboard for additional information or assignments from their instructors or university.
- Faculty and Staff are obligated to communicate with their supervisors to determine if their attendance is required, telework is acceptable, unscheduled leave can be taken, or other arrangements made.
- In the interest of safety Faculty and Staff are encouraged remain off campus until the university opens.
- Internal events (i.e., university events or auxiliary enterprise events may be held with approval and support from Facilities Management and Senior Vice President)

- External events are cancelled or postponed until the university resumes normal operations.
- Language used to announce a modified operating schedule will be consistent with local media outlet announcements. Examples include; delayed, early dismissal, activities canceled, classes canceled, or open 2 hours late.

### **Re-opening**

Unless specific announcements extending cancellations are made, classes will resume the next regularly scheduled business/class day and the university will re-open at the beginning of the next morning shift or regular business day.

### **Normal Operations**

University administrative offices and classes are held as scheduled. Temporary building, roadway, or property closures due to localized issues, events, maintenance, or repairs that do not impact university-wide operations or services for more than two hours do not require modifications to the university's operating schedule.

### **III. Leave During Modified Schedule, Closure, or Difficult Travel Conditions**

**Telework/Remote Work:** Telework /remote work can be approved on a temporary basis with supervisor approval. Employees with formal telework agreements whose scheduled telework day is on the impacted day(s) telework on their regular schedule and do not receive university leave (Flexible Work Policy #2202).

**Unscheduled leave:** Eligible employees who cannot report for work may request unscheduled leave from their supervisor for the scheduled workday. Salaried employees must cover unscheduled leave by taking annual leave, compensatory time taken, or other appropriate leave. Wage employees will not be compensated if they do not work. The Provost and/or the Senior Vice President or Chief of Staff may permit employees to utilize appropriate leave (e.g. annual, family/personal, recognition, etc.) during an inclement weather or emergency event.

### **IV. University Services Available During Modified Schedule or Closure**

The university will maintain essential services during a modified operating schedule or full closure. Operating hours will vary and services may not be available based on the severity of the storm or emergency.

### **Delayed Opening or Early Closure:**

- Student Centers will open when the university opens and close when the university closes. The following services within the Johnson Center will follow the same operating hours as all student centers.
  - University Information Desk
  - Dining and retail operations

- Computer Labs
  - Johnson Center Undergraduate Library
- Dining Services will attempt to maintain normal dining hours. Dining halls will close no later than 10:00 p.m., earlier if necessary and all late night operations will be suspended.
- Libraries will open when the university opens and close when the university closes.
- Campus Recreation will operate recreation facilities (i.e., RAC, AFC, and Skyline) on modified operating hours and publish operating hours on line.
- Parking and Transportation: Most or all parking lots/decks and shuttle services operational within one hour prior to opening and one hour after closing.
- Events: External events are cancelled or postponed until the university resumes normal operations. Internal events (i.e. individual university events or auxiliary enterprise events may be held with approval and support from Facilities Management and Senior Vice President)
- Regional Campuses: All activities suspended until university resumes normal operations. (SMSC, Freedom Aquatic and Fitness Center are exceptions)

### **Closed 1 Day:**

- Student Centers are closed
- Dining: Southside, Global Center, and SMSC Dining Hall will operate on modified hours based on weather or emergency conditions. Hours will be posted to the dining services website no later than 8:00 a.m.
- Libraries will be closed for the day.
- Campus Recreation will operate on modified operating hours and post operating hours on line as soon as possible the day the university is closed.
- Parking and Transportation: Limited parking lots/decks and limited shuttle/metro services operating on published modified schedule or no shuttle/metro service.
- Events: External events are cancelled. Internal events (i.e. individual university events or auxiliary enterprise events may be held with approval and support from Facilities Management and Senior Vice President)
- Regional Campuses: All activities suspended until university resumes normal operations. (SMSC, Freedom Aquatic and Fitness Center are exceptions)

### **Closed 2 or More Days:**

- Dining: Southside, Global Center, and SMSC Dining Hall will operate on modified hours contingent on weather or emergency conditions. Hours will be posted to the dining services website no later than 8:00 a.m.
- The following services will operate on modified hours based on weather and emergency conditions on campus, availability of personnel, and on-campus population. Services will be coordinated by the Emergency Operations Group and operating hours will be posted to on line as soon as possible each morning that the university is closed.
  - Campus Recreation (AFC, RAC, and Skyline)
  - Student Center (HUB will open and then Johnson Center if possible)
  - Mail Services

- University Libraries (Fenwick Library then Johnson Center Undergraduate Library if possible and the Johnson Center is open)
- Mason to Metro shuttle service then shuttle services to offsite locations as determined by the Emergency Operations Group.

**Closed Unknown Length of Time:** In the event that the university must remain closed for an indeterminate length of time, the university will maintain services necessary to support resident students and designated employees who are required to remain on campus. Operating hours and service will be dependent on weather and emergency conditions on campus and announced daily via Mason Alert. Services may be offered virtually if possible and necessary. The following services will be provided with limited hours and/or capacity:

- Dining
- Parking
- Shuttle service
- Campus Recreation
- Mail services
- Student support services
- Employees support services