

# **Inclement Weather/Emergency Closure Procedures**

[Policy 2207](#)

## **OPERATING SCHEDULE TYPES**

### **Full Closure**

All activities, except for critical functions identified on the university's [Continuity of Operations Planning](#) site, are cancelled.

- Academic and business buildings are closed, unless they support critical university activities;
- Employees who have telework or remote work agreements are expected to work during the closure (regardless of their normal telework day).
- All events (internal and external) are cancelled or postponed until the university resumes normal operations. Individual internal university events or auxiliary enterprise events may be held with approval and support from Facilities Management and Executive Vice President for Finance and Administration.
- All eligible employees who cannot telework or remote work during the closure will receive university leave.
- Designated employees are required to work. They are obligated to work with their supervisor to determine reporting location and time.
- The Safety, Emergency & Enterprise Risk Management's Emergency Operations Center and Emergency Operations Group may be activated.

### **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. University closings, class cancellations, late openings, or other weather-related changes in the university's operating schedule will be announced via the university homepage, Mason Alert (text or email), University Information (703-993-1000), and other university communications channels.
- Students should observe modified class schedules and continue to monitor email or the student Learning Management System 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 to remain off campus until the university opens.
- All events (internal and external) are cancelled or postponed until the university resumes

normal operations. Individual internal university events or auxiliary enterprise events may be held with approval and support from Facilities Management and the Executive Vice President for Finance and Administration.

### **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.

### **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.

## **FACULTY AND STAFF LEAVE**

### **Leave During Modified Operating Schedule, Closure, or Inclement Weather**

**Teleworking:** Any non-designated employees who have a telework agreement are required to telework during a university closure. Telework can be approved on a temporary basis with supervisor's approval during emergency closures. Non-designated employees with formal or informal telework agreements who work during an authorized closure are not eligible to receive university leave ([Flexible Work Policy 2202](#)) or compensatory leave.

**Unscheduled leave:** Non-designated employees who cannot report for work, or need to account for additional hours in a compressed schedule may request unscheduled leave from their supervisor for the scheduled workday. Salaried employees must cover unscheduled leave by taking annual leave, compensatory leave, or other appropriate leave. Wage employees will not be compensated if they do not work. Supervisors and Human Resources may permit employees to utilize appropriate leave (e.g., annual, family/personal, recognition, etc.) during an inclement weather or emergency event.

## **UNIVERSITY SERVICES DURING MODIFIED SCHEDULES**

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. Services within the student centers will follow the university's operating schedule (i.e., University Information Desk, dining and retail operations, Bookstore, computer labs, etc.).

- University Residential Dining Services will operate on a modified schedule that will be posted on <http://dining.gmu.edu>.
- Retail dining and stores throughout campus will open when the university opens and close 30 minutes before an announced university closure. Dining delivery services may continue when the university is closed; carryout is not permitted.
- Libraries will open when the university opens and close when the university closes.
- Campus Recreation will operate recreation facilities (i.e., Recreation and Athletic Complex, Aquatic and Fitness Center, and Skyline) on modified operating hours and publish operating hours online and generally observe the following schedule:
  - Aquatic and Fitness Center (AFC) will open at 10:00 a.m.
  - The Recreation and Athletic Complex (RAC) will operate on the university's schedule.
  - Skyline will open at 3:00 p.m.
  - AFC and RAC will close one hour after the university closes; Skyline will close at 10:00pm.
- Parking lots/decks and shuttle services will be operational one hour prior to opening and one hour after closing.
- All events (internal and external) are cancelled or postponed until the university resumes normal operations. Individual internal university events or auxiliary enterprise events may be held with approval and support from Facilities Management and Executive Vice President for Finance and Administration.

#### **One Day Closure:**

- Student Centers and all operations located within the Student Centers are closed.
- Southside, Ike's, Global Center, and the Smithsonian-Mason School of Conservation (SMSC) Dining Hall will operate on modified hours based on weather or emergency conditions. Modified hours may include limiting Fairfax dining halls to one operation depending on the nature of the closure. Hours will be posted to the dining services website no later than 8:00 a.m.
- Libraries will be closed for the day and will offer a virtual reference service, assuming internet connectivity and electrical power are available.
- Campus Recreation facilities will be closed.
- Limited parking lots/decks and limited shuttle/metro services will operate on a published modified schedule, or no shuttle/metro service will be provided.
- All events (internal and external) are cancelled or postponed until the university resumes normal operations. Individual internal university events or auxiliary enterprise events may be held with approval and support from Facilities Management and the Executive Vice President for Finance and Administration.
- All activities suspended until university resumes normal operations. (SMSC, Freedom Aquatic and Fitness Center, and specific university sponsored events are exceptions with approval and support from Facilities Management and the Executive Vice President for Finance and Administration are exceptions).

#### **Closure Two or More Consecutive Days:**

- Dining: Southside, Ike's, 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 online as soon as possible each morning that the university is closed.
  - Campus Recreation
    - 2<sup>nd</sup> Day – AFC and RAC closed. Skyline will open from 3:00 p.m. to 10:00 p.m.
    - 3<sup>rd</sup> Day – AFC will open 10:00 a.m. to 6:00 p.m. and the RAC will open 12:00 p.m. to 9:00 p.m. (8:00 p.m. on Saturdays). Skyline will be closed on the third day.
  - Student Center (HUB will open and then Johnson Center if possible)
  - Mason to Metro shuttle service then shuttle services to offsite locations as determined by the Emergency Operations Group.
  - Mail Services- Mail Services and Print Services are considered essential and are typically open during closures, if possible. The Print Shop will be closed.
  - University Libraries
    - The Fenwick Library Lobby will open 10:00 a.m. to 5:00 p.m.; the Libraries will also provide a virtual reference service, assuming Internet connectivity and electrical power are available.

If 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