

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.
- 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 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.
- 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 Senior Vice President.

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

- 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. Retail delivery services only 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., RAC, AFC, and Skyline) on modified operating hours and publish operating hours on line 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 12:00 p.m.
 - AFC and RAC will close one hour after the university closes; Skyline will maintain normal operating hours.
- 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 Senior Vice President.
- All activities and events will be postponed or cancelled until university opens. (SMSC, Freedom Aquatic and Fitness Center, and specific university sponsored events are exceptions with approval and support from Facilities Management and Senior Vice President)

One Day Closure:

- Student Centers and all operations located within the Student Centers are closed
- 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 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 Senior Vice President.
- 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 Senior Vice President) are exceptions)

Closure Two or More Consecutive 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
 - 2nd Day - Skyline will open 12:00 p.m. to 10:00 p.m.
 - 3rd Day – AFC will open 10:00 a.m. to 6:00 p.m. and the RAC will open 12:00 p.m. to 10:00 p.m. (9:00 p.m. on Saturdays). Skyline will be closed on the third day.
 - 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.

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