**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