

POLICY AND PROCEDURES

POLICY NAME: College Closures	POLICY NUMBER: 1.4.7	CATEGORY: Administration & Operations
RESPONSIBLE EXECUTIVE: President	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: SEPTEMBER 12, 2024
NEXT FULL REVIEW DATE: September 11, 2027	REVISED:	REPLACES:

Purpose

Coquitlam College (the College) recognizes that occasional situations, including severe inclement weather conditions, building emergencies, and/or serious safety concerns may result in a decision to close any or all College campuses and properties. This policy outlines the expectations for employees when there is a college closure.

Scope

This policy applies to all employees of Coquitlam College, including permanent, temporary, casual, contract and student workers. This policy applies to any college campus or property.

Inclement Weather Closure

Policy statements

1. The College takes the decision to close the College very seriously and will do everything possible to avoid a college closure.
2. The College reserves the right to make the determination on when weather conditions (or any other safety concerns) are sufficiently severe to make travel to the College dangerous and/or impossible.
3. All employees are expected to make every possible effort to attend work, unless they have been notified by the President or Designate that the college will be closed.
4. Any decision made to cancel a class must be approved by the President or Designate.

Procedures

5. If there is inclement weather forecasted that may affect an employee's ability to get to work, the President or Designate will decide on whether to close the college campuses and properties and communicate this decision no later than 7:00am (07:00) for morning/daylong closures, 11:30 am (11:30) for afternoon closures, and 3:30 pm (15:30) for evening closures.
6. To ensure all employees & students are informed regarding the college closure:
 - a. The IT Department or Designate will send out an email to all employees and students instructing that the college will be closed for the day.
 - b. An alert banner will be added to the [website](#) indicating the college is closed.
 - c. Coquitlam College social media (Facebook, Instagram, X) will be updated to include information regarding the college closure.

7. If the college is closed, any classes that would normally be online will continue as a regularly scheduled day (unless otherwise instructed).
8. In the event of an extended college closure (more than two (2) days), then the instructors will determine in consultation with their department head and the President or Designate if a class normally held in-person can be held online, or if it will need to be rescheduled.

Definitions

College campuses and properties: Any building, structure, parking lots, space or land controlled, owned, leased and/or occupied by the College.

College Closure: The suspension in whole or in part of college operational services and activities at any or all college campuses and properties.

Inclement/Severe weather: Any dangerous meteorological phenomenon with the potential to cause damage, serious social disruption, or loss of human life.

Related Documents

[1.4.4. Occupational Health and Safety](#)

[Coquitlam College website](#)