



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: COLLEGE CLOSURE

Policy No.	FA-303	Division	Finance and Administration
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	FA-303-PR	Effective Date:	August 27, 2024 (R2)

1. PURPOSE AND SCOPE

The purpose of the College Closure Policy (the Policy) is to provide direction on the temporary closure of College of the North Atlantic (CNA) facilities.

This Policy applies to the CNA community, facilities, and related resources.

2. POLICY

CNA will close all or individual facilities as needed due to circumstances such as, but not limited to, extreme weather, operational shutdowns, and unforeseen events (e.g., power outages, floods, fires).

Closure of all CNA facilities (i.e., whole organization) will be at the discretion of the President and CEO, in consultation with the Vice President of Finance and Administration and using relevant information sources (e.g., Environment Canada, World Health Organization) as necessary.

Closure of individual CNA facilities will be at the discretion of the designated site manager using other relevant information sources (e.g., Environment Canada, local municipalities) as necessary.

Only authorized employees/contractors will access closed facilities.

Notification of closures will be provided to the CNA community at the earliest opportunity using a variety of communication modes (e.g., email, SMS [text messaging], social media, radio).

All employees scheduled to work during a facility closure will receive leave with pay during a facility closure. When a facility is not closed, employees are expected to exercise their judgement in events such as extreme weather and must notify their supervisors in case of an unscheduled absence. Employees will be granted applicable annual leave, paid leave, pay in lieu of overtime, or leave without pay, as appropriate.

Employees that are on scheduled leave during a facility closure will take the scheduled leave.

Managers, and employees designated as performing essential services, are subject to recall or may be expected to remain on duty during emergencies.

All employees and resources at each facility should be coordinated with the emergency committee and other local, provincial, and federal agencies during emergencies that affect safety, security, or similar matters.

This Policy does not supersede any applicable collective agreements.

3. PROCEDURE

The Vice President of Finance and Administration shall ensure that procedures are developed and implemented in accordance with this Policy.

Approval History	
Approved by President	November 28, 1997
Reviewed	March 30, 2011
Revision 1	November 4, 2016
Revision 2	August 27, 2024