



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: COLLEGE CLOSURE

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

## PROCEDURE

### 1.0 Definitions

College of the North Atlantic community

A member of the CNA community under the Code which includes, but is not limited to:

- **Affiliates:** any individual working in collaboration with CNA for a business or academic purpose or an external community member, including all CNA graduates and alumni.
- **CNA Board of Governors:** individuals forming the governing body of CNA.
- **Contractors:** any individual or company (and its employees) who provides services to CNA under a service contract (i.e., a non-employee - employer relationship).
- **Employees:** any individual who is currently employed by CNA or provides services to CNA under an employment contract. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (i.e., paid/unpaid).
- **Students:** any individual registered in CNA programs or otherwise participating in CNA courses, programs, events, and activities. This includes prospective students and recently accepted student applicants.
- **Visitors:** any individual visiting CNA property and/or facilities.

- Volunteers: any individual performing work for CNA in an unpaid capacity.

Facility	College of the North Atlantic campus or office space (e.g., Employment Options, Topsail Road Office).
Designated Site Manager	Generally, Campus Directors for campuses and designated managers for other office space (e.g., non-campus sites).

## **2.0 Facility Closures**

### **2.1 Closures Prior to the Start of the Workday**

- 2.1.1 When appropriate, CNA will make a public announcement, prior to the start of the workday, on days when extreme weather, operational shutdowns, or unforeseen events (e.g., power outages, floods, fires) are possible, stating whether CNA facilities will be opened or closed.
- 2.1.2 When CNA facilities are closed prior to the start of the workday, employees (other than those on approved leave or those employees designated by CNA as required to remain at or report to work) will be credited with a full day of work.
- 2.1.3 When CNA facilities are closed, CNA will send appropriate notifications and update its social media.

### **2.2 Closures During the Workday**

#### **2.2.1 Employees who report to work:**

When a facility closes during the workday due to extreme weather, operational shutdowns, or unforeseen events (e.g., power outages, floods, fires), those employees who reported to work and remained at work until the facilities were officially closed will be credited for a full day of work.

#### **2.2.2 Employees who are on sick leave or pre-approved leave:**

Employees who are on sick leave, or who have previously approved annual or paid leave, time off in lieu of overtime or leave without pay, prior to the facility closing will be required to take that leave as previously requested and approved.

#### **2.2.3 Employees who do not report to work:**

When a facility closes during the workday due to extreme weather, operational shutdowns, or unforeseen events (e.g., power outages, floods, fires), those employees who informed their supervisors that they would not report to work due to extreme weather, operational shutdowns, or unforeseen events (e.g., power outages, floods, fires) will be required to take annual leave, paid leave, time off in lieu of overtime, or leave without pay. The number of hours of leave required will be based on the employee's regular work schedule and the time the facility was officially closed.

### **3.0 Notifications/Communications**

- 3.1 Notification of closure of all or individual facilities will be sent to the CNA community via a combination of one or more of the following communication modes:
- Employee and student e-mail and SMS (text messaging);
  - CNA social accounts (e.g., Facebook, X [formerly Twitter]); and
  - Local radio stations.

### **4.0 Return to Work**

- 4.1 Employees are expected to return to their facilities as soon as possible following the safe resolution of conditions necessitating the closure.
- 4.2 Some CNA facilities may partially or fully reopen while other facilities remain closed.
- 4.3 Notification of facility re-openings will follow the same processes outlined in section 3.1 above.

### **5.0 Emergency Committees**

- 5.1 Each CNA facility (i.e., campus, office) must establish an emergency committee for the purpose of coordinating activities in response to any emergency situation that may occur such as extreme weather conditions. Normally the designated site manager or designate will serve on the committee and perform the role of Chair.
- 5.2 In the case of CNA headquarters, the Vice President of Finance and Administration or designate, will chair the headquarters committee. It is recommended that the Bay St. George emergency committee, due to its proximity to headquarters location, collaborate with the headquarters emergency committee concerning all decisions to shut down operations.

## **6.0 Essential Employees**

- 6.1 Emergency committees for all facilities will, at the beginning of each academic year, identify within its jurisdiction the employees classified as performing essential services. These employees are subject to recall or may be expected to remain on duty during emergencies.
- 6.2 Considerations for designation of essential employees include the following:
  - 6.2.1 All management employees are designated as performing essential services and are subject to recall at any time;
  - 6.2.2 Those supervising essential employees will automatically be expected to report for duty or remain on duty during emergencies;
  - 6.2.3 All food services, residence, and security employees are designated as employees performing essential services as per their collective agreement; and
  - 6.2.4 All other employees may be so designated as the need arises.

## **7.0 Closure Criteria for Extreme Weather Conditions**

- 7.1 Facilities may close for extreme weather conditions when (1) municipal or other civil authorities order that all vehicular traffic except for emergency vehicles not use the public roadways; (2) when other local provincial government offices close down their operations; (3) a facility is unable to carry out operations due to the effects of extreme weather conditions such as excessive heat or cold; or (4) the safety of employees and/or students is at risk.

## **8.0 Absences during Extreme Conditions**

- 8.1 Employees will notify their immediate supervisor via email if they deem that weather conditions make travel unsafe and are unable to be in attendance for work. The employee must submit a request for leave (e.g., annual leave, paid leave, time off in lieu of overtime, or leave without pay) at the earliest possible opportunity for the absence period.
- 8.2 Supervisors will confirm receipt of the notification.

**9.0 Closure for Events/Holidays**

- 9.1 CNA may close for events and holidays. Details surrounding upcoming events and holidays will be communicated to CNA community members in advance. For example, CNA will close for the December break in accordance with the Academic Calendar and the requirements associated with those dates.
  
- 9.2 To maintain essential services, some employees may be required to work during this period. Employees required to work during this period should coordinate with their supervisors to ensure appropriate building accessibility and security arrangements. While these employees may act as a point of contact for occasional calls, please note that CNA will remain closed to the public throughout this period.

**10.0 Report to the President**

- 10.1 In all incidents of a facility closure, a message should be conveyed to the Office of the President and CEO indicating the decision for shutting down operations.

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