

- 3.2 Closure The University will close when there is a situation that makes it extremely difficult or dangerous for faculty, staff or students to inhabit University facilities, remain at, or travel to or from the University.
- 3.3 Partial Closures
- (a) Partial closures of the campus (i.e. selected buildings) may take place from time to time and may result in faculty, staff or students being moved to other facilities on campus.
 - (b) The University may close for part of the day to allow for the clearing of parking lots and to give individuals more time to reach the campus.
- 3.4 Cancellation of Classes or Examinations
- (a) In some circumstances, where it is deemed safe to remain open, it may be decided to cancel some or all classes.
 - (b) Where classes have been cancelled but the University remains open, all employees who are regularly expected to perform their responsibilities on campus will make reasonable efforts to fulfil their responsibilities on campus.
 - (c) Cancelled classes will be addressed in accordance with the [Senate Policy on the Academic Implications of Disruptions of University Business](#) (P -0 (eas)-2 [her4 69f

3.7 Communications

- (a) Responsibility The Communications Manager and/or Manager of Digital Experience are responsible for the coordination of communications concerning closure of the University. The Communications Manager and/or Manager of Digital Experience are the official University spokesperson(s) with media concerning the closure. They will determine the appropriate modes of communications for the circumstances. Communications will, as appropriate, include the time period covered and how the decision will affect classes, any scheduled examinations and University services.
- (b) Media Public Service Announcements The University's closure/cancellation notices may be identified and broadcast by local media outlets. However, media outlets may not provide the most up to date or detailed announcements. The University website and official communications channels are the official source of closure information for faculty, staff and students.
- (c) University Web Page The smu.ca website home page and alerts page are the official source for the most up-to-date and detailed information on closures. Any change in open status will be posted to the homepage of <https://www.smu.ca/>.
- (d) Social Media Closure notices and updates will also be posted to the University's official social media pages.
- (e) Department notices Individual University departments have the discretion to institute other unofficial modes of communication with staff, including phone trees, voice mail, or email, to provide more detailed information.

3.8 Essential Services

- (a) The University may require certain facilities to remain open when the University is closed. Some departments and services may have to continue

In such circumstances, the employee shall report to their immediate supervisor as soon as possible. Essential workers who decide that it is safe to travel shall take every precaution necessary to ensure their personal safety when traveling to and from work.

- (e) During closure, the University's Emergency Response Team, chaired by the Vice President, Finance & Administration or designate, will coordinate the provision of food and housing for essential workers who are required to stay on campus, as possible.

3.9 Employee Compensation

communicate class cancellation or closure, but it is possible that not all individuals will receive notification despite these efforts.

3.13 Return to Normal Operations

(a) After the situation has stabilized and the University has secured the safety of people and property, the University will return to normal operations as soon as possible, as determined by the President.

(b) When it is safe to do so as determined by the President, some University operations may re-open or provide limited operations, prior to the (at)-68s secured tinityres

Policy on Unscheduled Closure and/or Cancellation of Classes

- (c) Where the University decides to cancel classes or close while classes are in session, ensures that a broadcast voice mail is issued to employees.
 - (d) When closures, cancellations, or changes in University operations have ended, ensures that the home webpage and alerts pages of the University web page are updated to reflect normal operations.
- 2.3 Manager, University Security has the following responsibilities under the Policy:
- (a) Ensures that notices regarding a closure or cancellation are posted at all main entrances to University buildings and are removed at the appropriate time. Such notices will refer people to the University's web home and alerts pages for updates
 - (b) Where the University decides to cancel classes or close while classes are in session, ensures that official notices are posted at all classroom doors. Such notices will refer people to the University's web home and alerts pages for updates.
 - (c) Where the University decides to close, partially close, or cancel classes due to an unforeseen emergency that is expected to be of short duration (such as a power outage), contacts the Program Manager, EMBA and Program Director, EPD or designate to provide notice and information about the event.
 - (d) Ensures that the official closure message is provided to callers
- 2.4 University Registrar or Associate Vice-President, Academic & Enrolment Management (alternate) Where the University decides to close, partially close, or cancel classes due to an unforeseen emergency that is expected to be of short duration (such as a power outage), provides direction on classes requiring cancellation and provides a notice to be conveyed to the University community to the Communications Manager and/or Manager of Digital Experience; and apprises the Vice-President, Academic & Research of the situation.
- 2.5 Assistant Director, Athletics & Recreation
- (a) Communicates closure decisions to external organizations and individuals impacted by a closure of athletic and recreation facilities
 - (b) Ensures that the official closure message is provided to callers
- 2.6 Manager, Conference Services communicates closure and cancellation decisions to external organizations and individuals impacted by a closure of conference facilities.
- 2.7 Senior Management Group Members communicate closure and cancellation notices to their direct reports, who in turn are responsible for ensuring that notices are disseminated to all employees within their departments.
- 2.8 Residence Information Desk Ensures that the official closure message is provided to callers.
- 2.9 Faculty
- (a) Whether or not a notice of cancellation has been issued under the Policy, if a member of faculty cannot conduct a scheduled class, the faculty member should make every reasonable effort to communicate with affected students. Ideally, faculty members will refer to their notification procedures in their course syllabi.
 - (b) The faculty member will also inform their Department Chair/Program Coordinator of the class cancellation.

3. Return to Normal Operations

- 3.1 The President (or delegate) will make all decisions concerns a return to normal operations. Under most circumstances, this will result in a reopening of the University, but the President may direct a phased in approach by employee group or building, if deemed appropriate and consistent with the purpose of the Policy.
- 3.2 Information regarding a reopening will be communicated in accordance with these Procedures.

