

# CLOSURE GUIDELINES

Blue Ridge Community and Technical College (Blue Ridge) has implemented a [telecommuting policy](#) and resources to maintain operations and instruction during events that may cause building(s) to close. Along with the telecommuting policy, this document clarifies building closure versus emergency closure, and the expectations of work location.

## DEFINITIONS

**Building closures** occur for various reasons and may result in the closure of one, multiple or all building locations. The mass alert system will specify closed locations. Remote work, instruction, and learning continue. Employees who utilize Kronos for daily time keeping will clock in and out while working remotely. Inclement weather will follow building closures guidelines. An example of building closure may include; but not limited to, a water main break at a specific location.

**Emergency closure** means the college is closed. Nonemergency employees will not report to buildings or work remotely. Emergency employees may need to report and will be notified by the supervisor of such need. Emergency situations will be managed case by case. An example may be a power outage that impedes remote work.

**Nonemergency** employees should not report to a Blue Ridge location during building closures. Remote work, instruction, and learning are expected to continue.

**Emergency employees** may be required to report to a Blue Ridge location during building closures. Employees designated as Emergency personnel should communicate with supervisor regarding expectations.

*Note: Emergency personnel are predetermined and have agreed to the designation. If an employee is uncertain of designation, please contact the immediate supervisor. Procedures for managing contracted training, external catering, and business partner incubation services will be communicated to relevant employees.*

## PROCEDURES

Blue Ridge communicates via the mass alert system when closures occur; employees should refer to these messages for guidance. Procedures for managing contracted training, external catering, and business partner incubation services will be communicated to relevant employees by the supervisor.

*Nonemergency employees* work remotely during building closures. Leave may be requested if circumstances do not allow for remote work. Employees will receive their regular rate of pay for the remote working hours during building closures.

*Emergency employees* report to the assigned location as directed by their supervisors. Emergency employees must advise their manager or supervisor as soon as possible if they are unable to work during periods of a building closure. Emergency employees who are required to report to the building should clock in as normally scheduled and will be paid an adjusted rate of time and a half.

## **CLOSURE GUIDELINES**

### **DELAYED BUILDING OPENING**

The building location will open at 11:00am. On campus or location courses starting at or after 11:00am will occur. Nonemergency employees should begin work remotely at their regularly scheduled start times if start time is prior to 11:00 am. Leave may be used by supervisor approval. Emergency employees should follow guidelines provided by their department or supervisor. Blue Ridge does not pay employees for commute time to and from work. Employees who do not meet the full 7.5-hour shift may use annual leave or work with their supervisors in making up the time.

*Note: All housekeeping staff will report 30 minutes prior to the opening of the building.*

### **EARLY BUILDING CLOSING**

An early building closing has no set dismissal time and will be determined on a case-by-case basis. Remote work, instruction, and learning may occur. Blue Ridge does not pay employees for commute time to and from work. Employees who do not meet the full 7.5-hour shift may use annual leave or work with their supervisors in making up the time.

### **SAMPLE MASS ALERT MESSAGING**

Below are samples of messaging that may be used when using the mass alert system. Actual messages may vary.

#### ***Building Closure:***

All Blue Ridge CTC buildings are closed, <DATE> due to <insert why>. Remote work and instruction continue. Emergency Employees report to supervisor.

#### ***Emergency Closure:***

Blue Ridge CTC is closed, <DATE> due to <why>. All remote is canceled. Emergency Employees report to supervisor. Updates sent as available.

#### ***Building Delay:***

All Blue Ridge CTC buildings will open at 11am, <DATE> due to <insert why>. Emergency Employees report to supervisor. Updates sent by 9:00am.

#### ***Early Dismissal:***

All Blue Ridge CTC buildings will close at <insert time>, <DATE> due to <insert why>. Emergency Employees report to supervisor.