



## 520 POLICY – Campus Closures

### 520.1 Statement of Policy

Redlands Community College is committed to the safety and security of the campus community and recognizes the value of maintaining college operations. However, in the event the college operations are disrupted due to an emergency or other hazardous conditions threatening the safety, health, or welfare of the campus community, Redlands Community College may be required to cancel classes, suspend operations, or close campus in its entirety.

### 520.2 Definitions

1. Campus Closure. “Campus Closure” means any of the following types:
  - A. Class Cancellation means students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.
  - B. Suspended Operations means classes are cancelled and all campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor.
  - C. Total Closure means all classes are cancelled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life safety and security of Redlands property. Although classes are cancelled, faculty may post online assignments and learning materials in an effort to keep instruction on schedule. It is the student’s responsibility to check Canvas for specific course instructions.
  - D. Virtual Campus means classes will be held on Canvas/Zoom only and instructions will be posted by the Faculty member on Canvas. Employees can work from home as authorized by their supervisors, they will be paid during this time. If employees cannot work from home, administrative paid leave will be used. This provision does not include part time employees. For questions about specific situations, employees should contact their direct supervisor.
2. Essential Employees. “Essential Employees” means an employee whose absence would adversely affect the health and safety of the campus community or the operation of campus facilities and/or critical infrastructure.



3. Special Events. "Special Events" means any event, other than academic classes scheduled as part of the curriculum, sponsored by Redlands and/or held on Redlands property.
4. Unit. "Unit" means any subdivision of the college, whether academic, administrative, or other subdivision which includes but is not limited to: centers, colleges, committees, departments, divisions, groups, institutes, programs, projects, and schools.

Adopted March 2021

Revised April 2023

Revised May 2023



## 520 PROCEDURE – Campus Closures

### 520.1 Statement of Procedure

1. The President or designee shall make the final determination regarding when a campus closure will occur, the duration of a campus closure, and the extent of a campus closure. The extent of a campus closure can include class cancellation, suspended operations, virtual campus, or a total closure of campus. The official time of the closing will be determined when making the decision to close.

Responsible Party: President or designee

2. The Executive Director of External Affairs/Communications and Marketing shall notify the campus community of any closure decisions. At a minimum, the notification of a campus closure will include the timing of the campus closure and the extent of the campus closure. Based on the circumstances leading to the campus closure, Redlands will provide additional information as needed.

Responsible Party: Communication and Marketing

3. Depending on the circumstances, certain units will remain open during a campus closure. These include:
  - Redlands Security Department
  - Telephone Operators
  - Housing Director
  - Essential services of the Facilities administration
  - Essential services of the Administration of the college
  - Essential services of Risk Management Services
  - Essential Services of Communication and Marketing
  - Other essential services determined by college administration

When a Campus Closure decision is made, department supervisors will notify essential employees whether they must report to work.

Responsible Party: Department Supervisors



4. Depending on the nature of the closure, special events may be cancelled or postponed. Event organizers will coordinate with applicable Administration to determine the feasibility of continuing the event. All responsible parties will take into consideration the safety of participants, observers, and others affiliated with the event in making the determination to continue, cancel, or postpone the event. Redlands Administration will make the final determination regarding the continuation or suspension of the event.

Responsible Party: Redlands Administration

Adopted March 2021