

---

## Closing of NBCC Facilities and Cancellation of Classes FAQs

---

The integrity of academic programming relies on every class being conducted as scheduled and any decision to cancel classes, individual or institutional, are taken very seriously. Class cancellations are occasionally necessary at the College for a variety of reasons including extreme weather conditions, utility or major facilities equipment failures and serious incidents or emergencies, for example.

This document is intended to provide guidance for employees and students on some of the most frequently asked questions.

### 1. How does the College make the decision to delay the opening of an NBCC location, cancel classes and/or close a facility of the College?

In the event of extreme weather conditions or other serious incidents that may impact the College's operations, each location's Regional Operations Manager authorizes a delayed opening of an NBCC facility, the cancellation of classes or closure of the NBCC location.

In the case of winter storms, NBCC consults a number of sources to make informed decisions on delayed opening, location closures, and class cancellations. The decision criteria is listed in our **Closing of NBCC Facilities and Cancellation of Classes Procedures document**. Information will guide decision-making, along with factors such as: if the parking lots, roadways, and walkways cannot safely be cleared, if public transportation ceases to operate or if significant travel/driving risks to all members of the College community exist due to a winter storm.

### 2. When will employees and students be notified of delayed openings, cancelled classes and/or the closure of a location of the College?

This information is outlined in the **Closing of NBCC Facilities and Cancellation of Classes Procedures document**.

### 3. How will we be notified of delayed openings, cancelled classes and/or the closure of a location of the College?

This information is outlined in the **Closing of NBCC Facilities and Cancellation of Classes Procedures document**.

### 4. What if the decision to cancel classes occurs during the normal hours of operation or during the evening, when people are already at an NBCC location?

Regional Operations Managers will ensure employees and students already at an NBCC location are made aware of the decision to cancel classes and campus activities and will communicate this throughout the building to ensure awareness and dismiss classes.

Class cancellations do not affect employee obligations and all employees are expected to report to their manager or remain at work unless absence is approved or directed by their manager.

Employees in NBCC locations are directed accordingly by their immediate manager after the manager receives information from the Regional Operations Manager or person in charge of the department. Individual requests to leave work will be considered at the discretion of the manager and include an appropriate plan for the time missed at work.

#### **5. If classes are cancelled, what about students' placement or clinical shifts at other locations?**

Weather conditions can vary significantly across regions and class cancellation in one location does not necessitate the cancellation of activities in another region that may not be affected. Please note the following:

- Employees and students having responsibilities in work sites managed by other agencies and/or businesses should meet the responsibilities of the job/placement, if possible.
- If the work site is closed or services are cancelled, students should contact their Instructor or Coordinating Instructor to notify them and receive instruction on any required make-up time or supplemental assignments.
- Employees and students must take due care and precautions to plan ahead for safe travelling, such as equip vehicles for winter travel, plan extra travel time and monitor weather/road conditions.

#### **6. What if weather/road conditions are very different in a local area as compared to the College location and an employee can't get to the location?**

If classes are running but because of conditions at their residential location an employee would face undue hardship to travel to the College, they must communicate with their manager by phone or email as soon as possible. The same applies to employees who would like to leave their College location while it is still operating. Situations are treated on an individual basis, with approval by the manager.

In these circumstances, the employee and manager will discuss the requirement to make up time away from work, including a number of options depending on the nature of their work, such as:

- Ability/appropriateness to work from home
- Ability to use overtime or time in lieu
- Ability to book a vacation day or day without pay
- Make up the missed time within a specified period of time.

The manager must be consulted before an option is chosen as the manager has the final approval on the option to be used.

#### **7. If a class is cancelled, does it have to be made up?**

If a class is cancelled, the College obligation to students is to ensure that the course content is substantively delivered in accordance with the course outline to meet the learning outcomes. This does not mean that each and every class will always have to be re-scheduled. Instructors must plan an alternative way to deliver any missed course content in consultation with their Academic Chair. This may take the form of a make-up class where feasible, use of the BrightSpace, independent study, group work or alternatives that suit the intended learning.

### **8. What if there is a winter storm but classes are running and a student in the class indicates they can't travel to attend class and/or miss class.**

Weather and travel conditions can vary significantly across the region. Students, like employees, are expected to take precautions and plan ahead for safe travel to participate in their scheduled classes. However, if a student is unable to make it to class when there are known to be poor traveling conditions, safety must come first, and no student will be penalized for missing class. Students must notify the Instructor as soon as possible and follow any special instructions as per the course outline or learning plan. This includes the rescheduling of a test or due date in the event of severe weather/conditions that affects students' ability to get to the campus.

## **OTHER RELATED DOCUMENTS**

Closing of NBCC Facilities and Cancellation of Classes Procedures (4111.4805)

Closing of NBCC Facilities and Cancellation of Classes Policy (4111)