Rock Valley College

Campus Closing/Remote Procedures

RVC Administrative Procedure (2:20.030)

Contents

RVC Administrative Procedure (2:20.030) 1
A. Purpose 1
B. Department and Primary Point of Contact Involved 1
C. Procedures 1
D. Related Documents 3

A. Purpose

- To provide procedure and guidance for closing the Rock Valley College campuses.
- To provide methods for disseminating messages and information to employees and students.
- To proactively prepare for weather and nonweather-related closures while safely continuing college operations when possible.

The following are the notification methods for dissemination information to employees and staff and the different options for closing the Rock Valley College campuses.

Please review these steps and print a copy for your records.

B. Department and Primary Point of Contact Involved

Department: Environmental Health and Safety, Public Safety

Point of Contact: Director of Environmental Health and Safety

C. Procedures

Notification Methods

- **Public Safety** will use RVC Alerts to send messages via phone, email, and text.

  To sign up for RVC Alerts:

  - Go to www.rockvalleycollege.edu/alert
  - Register to receive a voice call on your mobile or land line phone and/or a text message on your mobile device.

- **Marketing and Communications** will:

  - Send closure information to local media outlets
  - Update the website banner message

- Send emails to RVC-E and Students@student.rockvalleycollege.edu from RVC-PublicRelations
- Post closure messages on RVC Social Media platforms

- **Academic Affairs** will use the RVC-E email communication to post an announcement in Eagle account for students and faculty

General:

When an upcoming event is anticipated that may impact accessibility to RVC facilities, employees who have been assigned equipment allowing them to work remotely will take the assigned equipment with them when leaving campus.

When campus is closed, RVC will make every effort to continue to provide instruction, regardless of modality. If the campus is closed during a day when face-to-face classes and hybrid classes are scheduled to be in-person, classes will transition to online whenever possible. Students should refer to their EAGLE account for updates regarding direction from their Professor.

Supervisors and Professors will be mindful that safety is paramount, and will be considerate of employees and students who may be challenged arriving to campus, completing work or attending classes due to their uniquely different circumstances.

When a decision is made to close, the Vice President of Institutional Effectiveness and Communications or the Chief Operating Officer will notify the Executive Director of College Communications to transmit and share the necessary notifications internally to our faculty and students and externally to the proper news media. The Chief Academic Officer will notify the appropriate Academic Affairs staff member to post an Eagle announcement.

Closing Option, I – Physical Campuses Closed

- All operations at all sites are cancelled due to the inaccessibility to and on RVC sites.

- Notifications are expected to occur by 5:00 a.m. on the morning of the closure.

- Classes that are online will continue as scheduled, unless otherwise communicated. If possible, face-to-face and on-campus days for Hybrid classes will transition to online.

- Employees who are scheduled to work and able to work remotely, will be expected to do so. With supervisory approval, employees who are expected to work remotely but do not work remotely will be required to use applicable accrued time off balances. Employees who are scheduled to work but have not been assigned tools to work remotely, or cannot safely travel to campus to perform their required duties and have been approved by their Supervisor to remain away from campus (Police/POM), may not be expected to work and

will be paid for their regularly scheduled shift per any collective bargaining or other agreement.

Closing Option II – Campus Closure during the Workday

- This option occurs when weather and non-weather-related emergencies come up during the normal workday. Personnel will be paid for the period of the designated campus closure if they are unable to transition to working remotely.

- Notification will be as described above with the exception that the timing will be commensurate with the time of the closure. An e-mail notification will also be sent to every employee. The voicemail distribution system OR Speakerphone Alert System (SAS), as well as the Alertus Desktop Alert application may also be utilized. College TV monitors will reflect the appropriate message.

- Classes that are online will continue as scheduled, unless otherwise communicated. If possible, face-to-face and on-campus days for Hybrid classes will transition to online.

- Employees who are scheduled to work and able to work remotely will be expected to do so. With supervisory approval, employees who are expected to work remotely but do not work remotely will be required to use applicable accrued time off balances. Employees who are scheduled to work but have not been assigned tools to work remotely, and have been approved by their Supervisor to leave campus (Police/POM), may not be expected to work and will be paid for their regularly scheduled shift per any collective bargaining or other agreement.

Closing Option III – In-Person Classes or Labs are Cancelled at a Given Time/College Open/Delayed Start

- A midday decision is made to dismiss/cancel in-person classes or labs but college personnel remain on the job. This decision is warranted when a midday storm is imminent and/or present and may in fact subside later.

- A full college closure may be enacted as conditions warrant.

- Notification and expectations regarding work and classes/labs will be enacted as stated in Option II.

When in doubt, contact your immediate Supervisor or Professor.

D. Related Documents

See also Snow Emergency Procedures for Leadership

Rock Valley College

Last Reviewed Date: December 13, 2023
Last Modified Date: June 9, 2025
Approved by: Cabinet
Review Cycle: Yearly