

	
Policy Title:	College Closings
Policy Category:	Operational
Related Procedure(s)/ Guideline(s):	College Closing SOP (pending) College Closures (Employee Handbook)
Policy Owner	President
Date Approved:	5.21.09
Review Dates:	Revision Dates: 3.12.13, 3.30.21
Policy Scope:	Employees, Students, Other Stakeholders
Policy Statement:	<p>Except in cases of the most severe weather conditions or other reasons for closing, Southwest Tech will remain open. When weather is threatening, individuals must use their own judgment as it relates to safety and road conditions. Public school closing or delay does not mean Southwest Tech is closed or delayed. The College will either:</p> <ol style="list-style-type: none"> 1. Close Completely – Campus facilities are closed, no virtual learning/remote work; or 2. Open Remotely – Campus facilities are closed and move to a virtual learning/remote work day. <p>If the college moves to a remote opening, faculty and staff will be expected to work remotely. Students will be expected to join classes virtually. When the College campus is closed or doing a remote opening, outside groups utilizing the campus will be asked to comply with the closure and only those staff required by their supervisor to report to or remain on campus should be on campus.</p> <p>When it is necessary to close the College campus for weather or other reasons, information will be disseminated via text alerts, website, radio, television and/or electronic media. When the College campus is opening remotely, closed, or delayed at the beginning of the day, the initial announcements will be made by 6:00 a.m. In the case of a two-hour delay, classes will begin with those scheduled for 9:30 a.m. If a delay is followed by a decision to close, information will be disseminated prior to 9:30 a.m.</p>