

Closing and Delayed Opening Policy

I. PURPOSE

This policy outlines the procedure of evaluating, deciding, and communicating about Goucher College campus closings or delayed openings. Due to the varied nature of each event, this policy recognizes that all efforts are made to share closing and delays that might impact the Goucher community in a timely manner. Updates are shared with the community as needed and as decided by the members of the group of decision makers.

II. DEFINITIONS

A. **Decision-Making Group:** Those in college leadership positions and those college employees in key positions associated with groups that are impacted by the decisions being made. Members of this group may include:

1. Provost/Senior Vice President for Academic Affairs
2. Vice President for Student Affairs
3. Vice President for Campus Operations
4. Chief Financial Officer/Vice President for Finance and Administration
5. Vice President for Marketing and Communications
6. Associate Vice President for Human Resources
7. Director of Residential Life
8. Director of Campus Safety
9. Director of Facilities Management Services (FMS)
10. Director of Risk Management and Contracts

III. PROCEDURES

- A. This policy will be updated at the beginning of every academic year.
- B. Weather related calls are initiated by the Director of Facilities Management Services (FMS). If there is a weather event that is predicted to significantly impact the campus while the campus is occupied or classes are in session, the Director of FMS reaches out to the Decision-Making Group 24 hours in advance and again before a decision is made.
- C. In inclement weather, the College makes every effort to decide by 6 a.m. whether the campus will close or open late.

D. If the decision is made to have a delayed opening or closing, the College uses these official sources of information:

- Goucher.edu homepage
- E2Campus alerts
- Email to campus community
- Local news media

E. Once a decision is made, the communications workflow, depending upon the severity of the situation and the campus community member groups on campus, is as follows:

- The VP of Marketing and Communications contacts the Director of Web Services to post an announcement to the Goucher website.
- The VP of Marketing and Communications drafts a campus-wide email and circulates it to the decision-making group for review and approval.
- The Director of Web Services sends the campus-wide email and e2campus message advising of closing/delay, any revised dining hours, and event cancellation or delays. The email also includes a statement that all essential FMS employees are to report to work (or report to work on time, if opening late).
- The VP of Marketing and Communications contacts local radio and television stations with the announcement: “Goucher College is closed; however, all essential employees are to report to work.” OR “Goucher College will open at _____, and all essential employees are to report to work at the usual time.”
- The VP of Marketing and Communications records the closing/delayed opening message for the switchboard. If the campus is closed, the recording for 410-337-6000 will be changed to indicate the campus is closed. Once the campus is open again, the message will be changed again.
- Campus Safety communicates any related campus emergencies to the campus community via email.

IV. STANDARD ANNOUNCEMENT CONTENT

A. Goucher College is Closed

1. All face-to-face classes (day and evening, undergraduate and graduate) held on campus at Goucher, and all events are canceled unless specified, including all organized athletic practices, meetings, and competitive events. Online and hybrid courses with scheduled virtual meetings will proceed as normal unless otherwise specified in the closing announcement.
2. Administrative offices are closed with only essential employees reporting as required. Administrative staff should work from home.
3. Campus Safety and FMS are operational. Essential staff within these departments will report to work as directed by their supervisor.
4. The library is closed.
5. Dining Services operates for limited hours:

- The Student Market will be closed.
- Mary Fisher Residential Dining will be open with limited hours as follows:
 - i. Monday- Friday
 - 11 a.m. to 2 p.m. for lunch
 - 5 p.m. to 7:30 p.m. for dinner
 - ii. Saturday- Sunday
 - 11 a.m. to 2 p.m. for lunch
 - 5 p.m. to 7:30 p.m. for dinner

B. Delayed Opening (i.e., Goucher College opens at 9:30 a.m., 10:00 a.m., 11:00 a.m., etc.)

1. Administrative offices open at 10 a.m. unless otherwise noted. Essential employees should report as required, non-essential full-time employees should report at 10 a.m., and non-essential part-time employees should report as requested by their supervisor.
2. Campus Safety and FMS are operational before 10 a.m., although perhaps on a limited basis. Essential staff within these departments will report to work as directed by their supervisor.
3. The library opens at 10 a.m.
4. Dining Services operates within limited hours:
 - The Student Market will operate as staffing levels permit.
 - Mary Fisher Residential Dining will be open as follows:
 - i. Monday- Friday
 - 11 a.m. to 2 p.m. for lunch
 - 5 p.m. to 7:30 p.m. for dinner
 - ii. Saturday- Sunday
 - 11 a.m. to 2 p.m. for lunch
 - 5 p.m. to 7:30 p.m. for dinner
- If the College does not open until 10 am, all organized athletic practices, meetings, and competitive events are canceled or may be rescheduled for after 10 a.m.

C. Goucher College is closing at (12:00 p.m., 2:00 p.m., 3:00 p.m., etc.)

1. All face-to-face classes and all events including all organized athletic practices, meetings, and competitive events scheduled after the closing are canceled. Online classes proceed as normal.
2. Administrative offices close at the time announced and only essential employees remain as required. Administrative staff should work from home for the remainder of the workday.
3. Campus Safety, and FMS are operational, though perhaps limited. Essential staff within these departments will report to work as directed by their supervisor.

4. The library will close at the time announced.
5. Dining Services operate within limited hours:
 - The Student Market will operate as staffing levels permit.
 - Mary Fisher Residential Dining will be open as follows:
 - i. Monday- Friday
 - 11 a.m. to 2 p.m. for lunch as normal but will not have continuous service (will close between 2:15 p.m. and 4:45 p.m.)
 - 5 p.m. to 8 p.m. for dinner
 - ii. Saturday- Sunday
 - 11 a.m. to 2 p.m. for lunch as normal
 - 5 p.m. to 7:30 p.m. for dinner

V. RESPONSIBLE OFFICE

For more information or if you have questions about this policy, please contact Campus Operations at campusoperations@goucher.edu or the Office of Communications at officeofcommunications@goucher.edu

VI. HISTORY

Updated: January 2023; March 2024.