
Watts School of Nursing

Diploma

Policy Name: Closure Policy		Institution:	Watts School of Nursing
Supersedes: Severe Weather Policy			
Policy Level:	WSON Student	Department:	Watts School of Nursing (WSON)
Owner(s)	Dr. Peggy Walters	Contributing Departments:	
Approved by:	Faculty Organization of the WSON	Manual Name:	Student Handbook/Web Site
Original Effective Date: March 2020			
Revision Date:			
Scheduled Review Date: March 2023		Scheduled Review Interval:	36 months

APPLICABLE STANDARDS

DEFINITIONS

Closure - Watts School of Nursing will alter or cease operations (classes, clinical, lab, and administrative services) due to weather, environmental factors, or emergency situations.

Temporary closure – the halting of certain services, activities, classes, functions or operations for a specific period of time.

Delayed – hours of operations that are altered to accommodate for circumstances that do not permit for normal hours of operation.

Normal Operation – Monday – Friday, 8:00 am – 5:00 pm

POLICY

Watts School of Nursing may alter or for extended periods, close operations due to weather, environmental factors, or emergency situations.

PROCEDURE

1. The President is responsible for making decisions regarding the alteration or closure of operations for any reason for the School.
2. The President will confer with the Chief Executive Officers for Business and Finance and Academics.
3. Should the President not be available the administrative person covering either the Associate Executive Chief for Business and Finance or the Associate Executive Chief for Academics will make the decisions regarding operations.
4. The decision to close or alter operations can be based on information from the following resources – weather reports, directives of the Board of Directors, approval and accreditation bodies.
5. The President will notify the Board of Directors, faculty, staff, and administration.
6. The President will notify students next.
7. Frequent updates, will be sent by end of business day or prior to the next business day.
8. Notification as to closure, delayed opening, or return to normal operations, will be communicated as soon as decided.
9. Notification will be sent electronically and may be posted on the local TV stations; WRAL and WTVD.

GUIDELINES

1. Faculty, staff and administration may work from home during the interruption or closure following the Work from Home Policy.
2. PTO may be used during the alteration to the schedule or closure.
3. Faculty, staff, and administration without PTO to cover the time desired may take time off without pay.
4. Faculty, staff, administration will be paid for work that is approved by the President during the interruption or closure or may be paid using PTO.