

## **FACILITIES CLOSURE POLICY**

---

### **POLICY**

With the exception of statutory or other designated holidays, the Centennial College Student Association Inc. offices are open throughout the year. On occasion, as a result of adverse weather conditions, emergency situations, special events, etc., every reasonable effort will be made to keep the offices, lounges or facilities open to provide refuge for students and employees.

### **PROCEDURE**

The CEO/Executive Director, or his/her designate, will grant authorization for any closures. In the event of an emergency situation, special events, and/or adverse weather conditions closure and/or a change in regular hours of operation may result.

Accordingly:

- the customary greeting on the main phone line will be replaced with an appropriate message
- cancellation notices will be posted, and announced through Association media
- CCSAI staff and board members will be contacted (if necessary).

The President and the CEO/Executive Director shall address any violation.

Violations may cause suspension or removal from the Board or termination of employment as directed under the Code of Conduct.