

3001 POLICY STATEMENT

Policy Title: Hazardous Weather Policy

APS Number: 3001

APS Functional Area: General Administration

Brief Description:	Outlines the process for instances where there is hazardous weather conditions and the SSPPS switches to remote mode.
Effective:	January 17, 2023
Approved by:	Dr. Ralph Altieri, Dean
Responsible School Officer:	Associate Dean for Operations
Responsible Office:	Office of the Dean
Policy Contact:	Associate Dean for Operations
Supersedes:	N/A
Last Reviewed/Updated:	January 17, 2023
Applies to:	University of Colorado Skaggs School of Pharmacy & Pharmaceutical Sciences

Reason for Policy: The purpose of this policy is to optimize safety for all in the CU Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) on days when commuter travel is hampered by potentially hazardous weather conditions.

1. INTRODUCTION

The Denver metro area is subject to adverse weather conditions, particularly during the winter months. As a result, travel to and from campus may result in extremely long and potentially dangerous commutes. The COVID pandemic provided us with the infrastructure and expertise to conduct the business of the school remotely. This policy outlines processes when adverse weather occurs in the area, what must be considered when SSPPS might operate in remote mode, and how communication will occur between SSPPS stakeholders.

2. POLICY STATEMENT

This policy applies to all SSPPS stakeholders of the SSPPS.

3. DEFINITIONS

In person mode: education, education support, operations, and research will be conducted as normal.

Remote mode: education, education support, and operations will be conducted remotely (e.g., online lectures, meetings and office work). Research may be conducted remotely or on campus as is deemed safe and necessary.

Internal stakeholder: Current faculty member, resident, fellow, or staff member of the SSPPS.

SSPPS faculty: All SSPPS faculty members in any faculty category, or adjunct faculty members desiring to use SSPPS facilities and/or resources in performing services related to an FFS agreement.

4. **RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**

A. Justification

The Anschutz Medical campus generally closes when extreme weather conditions occur. Due to patient care commitments that are much more robust and extensive with other health sciences schools, this rarely happens. SSPPS faculty do have patient care commitments; however, there are limited numbers of faculty that must provide in-person care. In some cases, faculty may provide patient care and consultations remotely, similar to what was done during the COVID pandemic. SSPPS is also well equipped to provide education and educational assessments remotely. The research mission of the school can also be accommodated with limited personnel in the case of adverse weather conditions. Hence, the SSPPS may close in extreme situations if the campus declares a closure. However, should adverse conditions exist that might be potentially hazardous to SSPPS stakeholder, the school may switch to remote mode.

B. Procedures

1. In the event of anticipated hazardous weather **for Denver**, we will monitor the situation and by 10pm the dean (or delegate) will decide whether the SSPPS will operate in “in person” or “remote” mode for the following day.
2. Prior to making the decision, the dean (or delegate) shall seek input from the Associate Dean for Student Affairs and/or Associate Dean for Education regarding student activities or assessments schedule for the following day and potential impacts to those activities.
3. Shall a remote day be declared, communication shall occur according to the following circumstances:

Situation	Communication will be sent to you via	SSPPS members will
Anschutz campus declares campus closed or on delayed start	The RAVE (text message) system at 5AM on the day of the hazardous weather All faculty, staff, and students should register for these at: https://www.cu.edu/uis/aboutuis/emergency-alerts	Learn, teach, and work remotely whether the campus is closed or on delayed start. Monitor official campus communications regarding any further updates, e.g., extended closure.
SSPPS declares program in remote mode	The email system by 10 PM on the night prior to the hazardous weather	Learn, teach, and work remotely (regardless of whether the Anschutz campus remains open) . Researchers should consult with their principal investigator to ensure safety and need if on-campus work is required.

The email alert message from SSPSS will be formatted as follows:

Subject line – *SSPPS in remote mode for DATE*

Message – Due to anticipated hazardous weather tomorrow, the SSPPS will convert to remote mode for 1 day. This means:

- Education, education support, and operations will be conducted remotely (e.g., online lectures and meetings).
- Faculty, staff, and students will work remotely.
- Research may be conducted remotely or on campus as is deemed safe and necessary.
- Faculty with clinical service responsibilities should follow existing clinic/hospital policies or contact their sites for additional guidance if needed.
- Students on IPPE or APPE rotations are expected to report to their experiential site and will follow any additional guidance from their preceptor(s).
- Students wishing to access campus facilities, such as the library, should follow any official campus communications regarding access, and check the campus and library website to see if they are open.

Caveats:

1. We will only send an SSPSS email announcement in the case we convert to remote mode. We will not make an announcement when SSPPS is in in person mode as expected. No message means the SSPPS is open for on-campus learning, teaching, and working.
2. Light snowfall is considered normal **in Denver** winter and spring. We will not convert to remote mode for light snowfall. In this case, plan ahead and do your best to arrive on time. If this is not possible, contact your course director to alert them.
3. On occasion we may experience unusually heavy snowstorms that may require SSPPS to remain in remote mode for more than one day. If this occurs, we will email you by 10 pm the night before to notify that remote mode will be extended.
4. When announced, remote mode will apply to all courses. Students should not email each course director individually to ask whether classes will be held on campus.
5. The Strauss Health Sciences Library will remain open with ID badge entry unless the campus is closed.

C. Forms

Not applicable

D. Guidelines

Not applicable.

E. Other Resources (i.e. training, secondary contact information) Not applicable

F. Frequently Asked Questions (FAQs)

If campus is closed, do I get “snow day” (i.e., day off)?

No, if the campus is closed, SSPPS will convert to remote mode.

What if campus is open but it’s my regularly scheduled remote work day?

If campus is open but it is your regularly scheduled remote day, work remotely. If you have questions about this, contact your supervisor.

If campus is open, but the SSPPS declares we are operating in remote mode, which guidance should I follow?

Please follow the SSPPS guidance, even if the campus is open. Students will still need to report to experiential sites, unless they are given specific directions otherwise by their preceptor.

What if SSPPS is operating in in person mode, but I don’t feel safe to drive?

Safety is the priority. If you will struggle to reach campus safely, please contact your course director or supervisor for guidance.

What if SSPPS is operating in in person mode, but my class was already scheduled as remote? If your class is scheduled as remote, it will be held remotely.

What if I have a required in-person assessment or course activity scheduled for a day when campus closes or SSPPS is operating in remote mode?

Your professors will reschedule this for an alternate time or switch to remote. Information will be forthcoming.

Notes:

1. Dates of official enactment and amendments
February 7, 2022: Approved as trial policy by Faculty and Executive Committee
January 17, 2023: Adopted as official policy by the Dean
2. History
January 28, 2022: Discussed at Faculty Forum
February 4, 2022: Feedback provided by Student Senate Leadership
3. Initial Policy Effective Date: January 17, 2023
4. Cross References/Appendix: N/A