

**To:** Montgomery College Community  
**From:** Donna Schena, Senior Vice President for Administrative and Fiscal Services  
**Subject:** Weather Response Winter FY21  
**Date:** December 14, 2020

As we enter another winter weather season and have a forecast for accumulating snow this week, it is necessary to review the protocols that will dictate College operations during severe weather events. This year, we will not need to close the College in response to a weather event because we have such limited on-campus operations; therefore, for this winter season's response protocol, we will be piloting a different approach.

During an inclement weather event, employees who have been working remotely and/or have the capability to work remotely will be expected to do so according to their scheduled workday. Some employees in facilities and public safety will be required to work on campus during these circumstances. Facilities and public safety leadership on each campus will manage response protocols for each weather-related event as outlined by unit administrators. Employees who are required to report to work on campus will be notified by their supervisors. Additionally, employees who are required to report to work on campus will be compensated in accordance with the AFSCME collective bargaining agreement or the College's policies and procedures, as appropriate. Employees who do not have the capability to work remotely and are not required to work onsite will be assigned administrative leave for the time they are scheduled to work.

If the weather event is significant enough to impact campus operations, an announcement will be made that "all campus activities are cancelled," including the length of time the cancellation of activities will be in place. Notifications to the College community and the community at large will be conducted as in the past using MC Alert, College email, the College website, and social media.

If an employee experiences a power or internet outage at their home and is unable to work, they are to immediately notify their supervisor and will be assigned administrative leave for time they are unable to work.

There are no onsite classes during the upcoming five-week winter session; therefore, a weather event will not impact winter session classes. For the spring semester, faculty need to plan for and communicate through the class syllabus how their classes will be conducted in the event of a severe weather event. As a guide, faculty teaching onsite classes can consider the plan they currently have in place if a student or the faculty member tested positive for COVID-19. In this

situation, the entire class is required to quarantine for 14 days. What is the planned response for the class in a severe weather event? Several options might include completion of an assignment, progress on a class project, or an independent study session. Upon returning to operations, the closest parking lot to buildings where classes are being held will be cleared, as well as a pathway to those buildings.

It is important to remember that this approach is a pilot and will be assessed throughout the season and at the end of the winter season. The College's existing policy and procedure may be modified based on this experience.

Please let me know if you have any comments or questions.