

8b. Closure During School Operating Hours Procedure

- *Corrected 8/08*
- *Reviewed 6/11*

In the event one or more of the LCC Head Start/EHS/ECEAP centers needs to be closed during school operating hours, the following procedure will be followed:

- The Leadership Team member considering the need for closure or being notified of the need for closure by a public entity (i.e., Cowlitz County Health Department), will contact the Director and/or Assistant Director.
- If a closure is required by a public entity, the actions required by the public entity to maintain health and safety will be followed by program staff.
- If closure is determined to be needed by the Director and/or Assistant Director, they shall notify local radio stations to announce the closures. An announcement will be made after 6:00AM by the radio stations as to whether or not Head Start/EHS/ECEAP classrooms will be in session.
- In most cases, Head Start/EHS/ECEAP will follow the same schedule as the local School District, but may in some instances, choose to close regardless of the decision of the local School District.
- If School District elementary schools are two hours late, morning classes will not be held. If secondary schools are two hours late, but elementary schools are on time, Head Start/ECEAP classrooms will operate their normal schedule. In both cases, afternoon Head Start/ECEAP classes will be held unless otherwise announced.

Employees

Classified and Exempt employees shall report to work, unless the Lower Columbia College Campus is closed. Staff are to check the Lower Columbia College website for closure information. In the event the LCC campus is closed or closes during the day, Classified and Exempt employees must leave the premises and submit a Leave Slip for vacation, personal leave or LWOP.

Vacation and/or LWOP will be taken if LCC campus is open and employees choose not to come to work due to hazardous roads or weather conditions.

Part-time staff will not report to work if classes and/or campus is closed. In the event the LCC campus closes during the day, part-time employees must leave the premises and will only be paid for the hours worked.