

Procedure 8.1001

Notifications Regarding Campus Operations Procedure

During periods of construction, renovation, or maintenance, it may become necessary to prohibit or restrict access to areas of the College. The Director of Campus Operations will provide adequate notice to the Health and Safety Coordinator prior to the start of any construction, renovation, or closures.

Information regarding these closures must be relayed to all students, faculty, and staff in a timely manner for the safety of all involved. The locations affected and the estimated beginning and end date for the construction will be included in the notification. At a minimum, notification will include an email distributed to all students, faculty, and staff.

The Director of Campus Operations shall assume responsibility for timely notification to all students, faculty, and staff of any such events. In the event the Director of Campus Operations is unavailable, responsibility for notification will fall to the Vice President of Administrative Services and/or the Health and Safety Coordinator.

The Coordinator of Special Populations will take any and all appropriate measures needed to notify students with physical disabilities that may be adversely impacted by such events. The Director of Human Resources will take any and all appropriate measures needed to notify employees with physical disabilities that may be adversely impacted by such events.

References

Legal References: *Enter legal references here*

SACSCOC References: 3.11.2

Cross References: [Institutional and Environmental Safety Policy](#)

History

Senior Staff Review/Approval Dates: 9/15/14

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*