



POLICY ON HOURS OF OPERATION, ACCESS OUTSIDE THE HOURS OF OPERATION AND WORKING ALONE OR IN ISOLATION

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Approval Authority: Vice-President,
Services and Sustainability

Supersedes /Amends: VPS-4 February 8, 1999
and VPS-6 April 19, 2011

Policy Number: VPSS-4

SCOPE

This Policy applies to the campuses of Concordia University (the “University”) and all Employees, Students (as such expressions are defined below) using or present on University premises and Employees and/or Students working or performing any task alone or in isolation on University premises at any time.

Nothing in this Policy shall replace or supersede any other University policy, including, but not limited to, the *Environmental Health and Safety Policy* ([VPSS-40](#)) and the *Security Policy* ([VPSS-20](#)).

PURPOSE

This Policy establishes time and dates when the University is open and accessible and when the University is closed and access restrictions are in place. The purpose of this Policy is also to ensure that all persons working or present on University premises After Hours or Working Alone or in Isolation (as such expressions are defined below) are doing so in conditions which are safe and secure and that departments develop, implement and communicate guidelines for the safe and responsible use of the premises After Hours and for those Working Alone or in Isolation.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

“After Hours” mean the time from 23:00 to 07:00 Monday to Friday and from 21:00 to 07:00 on Saturday, Sunday, and Statutory Holidays (as defined below).

“Employee(s)” means a full-time, part-time, or temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires and interns; any individual engaged by the University on a consulting basis or in virtue of any other contractual agreement; and appointees of the University.

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“Normal Operating Hours” mean the time from 07:00 to 23:00 Monday to Friday and from 07:00 to 21:00 on Saturday and Sunday.

“Normal or Usual Place of Work” means, without limitation, the offices, rooms, or areas where an authorized person usually performs their functions during the Normal Operating Hours and for which the authorized person normally has a key or a keycard.

“Statutory Holidays” mean the holidays listed in [sections 12 and 13](#).

“Student(s)” means any person registered in an undergraduate or graduate course or program on a full or part-time basis, for credit or not, and includes independent students as well as visiting students and exchange students.

“University Libraries” mean the Webster and the Vanier libraries.

“Weekend Schedule” means the Normal Operating Hours from 07:00 to 21:00 on Saturday and Sunday.

“Working Alone or in Isolation” means a situation when an authorized person, present on University premises, either during or after the Normal Hours of Operation, working alone and/or in an isolated area of a building, who, because of the circumstances, may be in a vulnerable position in terms of personal safety.

POLICY

Normal Operating Hours

1. The University shall normally be accessible during Normal Operating Hours.
2. Hours of operation for the various services, units, and departments, may vary within or beyond the Normal Operating Hours and shall be available from the various services, units and departments, per the procedures established by such service, unit or department.
3. The number of available doors to access buildings during Normal Operating Hours may be reduced for reasons of security and/or when activities are at a minimum or when the University is closed.

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Working After Hours and/or in Isolation

4. The University shall normally be closed, with restricted access, during After Hours.
5. Graduate Students and/or Employees, with a valid Concordia identification card ("Concordia ID"), can access their specific and/or assigned workplace during After Hours.
6. Undergraduate Students require a written authorization from their department, a supervisor, or a faculty Dean to access certain and specific locations during After Hours. This authorization must be submitted to the Security Department (Security) 48 hours prior to the required access.
7. Employees, graduate Students and authorized undergraduate Students are required to provide a valid Concordia ID and sign in with Security when present on University premises during After Hours. Such authorized individuals are subject to security and health and safety regulations, as well as all other University policies, in addition to the procedures issued by the relevant service, unit or department.
8. Certain access and activities may be limited and/or subject to security and/or health and safety regulations or restrictions as well as the University's policies, in addition to the procedures issued by the relevant service, unit or department, during After Hours.
9. Employees, graduate Students and authorized undergraduate Students may be admitted, After Hours, to their Normal or Usual Place of Work. Any other persons seeking access to the University premises After Hours must obtain authorization from the appropriate service, unit or department. The names of such persons, along with all other relevant information, must be forwarded to Security.
10. Employees, graduate Students, and authorized undergraduate Students present on University premises After Hours must direct themselves to and remain in the offices or areas which are their Normal or Usual Place of Work or study and may not enter or visit other areas, offices or buildings without obtaining prior written authorization.
11. Employees, graduate Students and authorized undergraduate Students must obtain authorization from the appropriate service, unit or department to have a visitor accompany them after-hours. The name of the visitor, along with all other relevant information, must be

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submitted to Security 48 hours prior to the required visitor access. Employees, graduate Students and authorized undergraduate Students shall be responsible for any authorized visitor who accompanies them onto University premises.

Statutory Holidays

12. The University shall normally be closed all day (24 hours) on the following Statutory Holidays:
 - Christmas holiday period
 - Good Friday
 - Easter Sunday
 - Easter Monday
 - Journée nationale des patriotes (Victoria Day)
 - Fête nationale
 - Canada Day
13. The University shall normally remain open, with limited services (Weekend Schedule), on the following Statutory Holidays:
 - Labour Day
 - Thanksgiving Day
 - President's Day (deemed to be a Statutory Holiday for the purposes of this Policy)
14. Employees and/or graduate Students with a valid Concordia ID can access their specific and/or assigned workplace 24 hours on Statutory Holidays.
15. The availability of buildings and public space in buildings may vary on Statutory Holidays and during After Hours.
16. Employees, Students and/or external clients who wish to hold academic activities or events on a Statutory Holiday or during After Hours, shall obtain written permission from the respective faculty Deans. Extra security and/or facilities management support services may be required and imposed on events occurring on a Statutory Holiday. The cost for required and/or imposed supported services shall be assumed by the event organizers.

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Cancellation of classes, examinations, and University closure

17. Classes and services shall be maintained in all but extremely adverse conditions, such as severe weather conditions or emergencies.
18. The cancellation of classes or examinations shall not imply the closure of the University or any part thereof.
19. Every effort shall be made to announce the cancellation of daytime classes or examinations by 07:00 and the cancellation of evening classes or examinations by 14:00, of the day of such cancellation.
20. The authority to cancel classes or examinations or to close the University or any part thereof shall be vested in the Vice-President, Services and Sustainability who shall consult with the relevant individuals before making such a decision.
21. Operating within the framework of the emergency management plan, the Vice-President, Services and Sustainability shall be responsible for communicating any decision to cancel classes or examinations or to close the University or any part thereof to the President and the Vice-Presidents, the Director of Security and the University Communications Services (UCS).
22. UCS shall inform the media of any cancellation of classes or examinations or any substantial closure of the University. As well, every effort shall be made to communicate such information through the University's website and any other available and appropriate means.

Services, Units and Departmental Procedures

23. All services, units and departments will develop, communicate and implement procedures applicable to persons working After Hours, Working Alone or in Isolation on University premises.
24. Each service, unit and department shall provide to the Employees, graduate Students and authorized undergraduate Students, information about procedures concerning the use of the premises after the Normal Hours of Operation and/or for persons Working Alone or in Isolation which shall include the following elements, as applicable:

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- a. An indication of the area(s) in a particular building to which the Employee or Student has access, which shall be the Normal or Usual Place of Work or (study) of the person, unless otherwise specified;
- b. An indication of the restricted and or prohibited areas, when applicable;
- c. An indication that it is strictly forbidden for any Employee or Student to sleep on University premises, except for the residences and for authorized activities;
- d. The rules and or conditions associated with access to the premises which may include:
 - i. what procedures, activities and or operations may or may not be performed After Hours and/or in Isolation;
 - ii. who, if anyone, may have permission to accompany the person onto the premises, After Hours.
- e. Information about what services are available outside of the Normal Hours of Operation and the location and contact information for any Security personnel;
- f. The procedures to be followed in the case of an emergency or in need of assistance which may include:
 - i. The contact information of University personnel (including Security 514-848-3717) in the event of an emergency and a reference to the Security's emergency procedures and all other applicable University policies;
 - ii. Any specific or particular information concerning emergency procedures applicable to the building or location in question, e.g. location of exits, safety equipment, and contact personnel.
- g. The health and safety precautions the person must take when using the premises;

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- h. The required safety training that must be followed by persons using the premises After Hours;
- i. Specific procedures pertaining to the safe use of laboratories After Hours and hazardous materials therein;
- j. The appropriate After Hours entrance and exit procedures from the premises (doors to be used, sign in/out sheets, etc);
- k. Information concerning the presence of and use of security alarms and the requirements of the person using the premises to re-set the alarms after use, as applicable;
- l. The procedures associated with obtaining and returning the necessary keys and/or keycards; and
- m. The possible consequences, of non-compliance to the applicable policies, procedures and legislation including, but not limited to, the immediate removal from the premises and/or cancellation of privileges.

Obligations of the persons using any University campus premises After Hours

25. Employees, graduate Students and authorized undergraduate Students using premises After Hours and/or Working Alone or in Isolation are expected to:
- a. Take all reasonable steps to protect the health and safety of themselves, their colleagues and other members of the University community;
 - b. Comply with all relevant University policies, codes, regulations, governmental standards agencies and other competent authorities respecting environmental health and safety;
 - c. Carry and present to Security, upon request, Concordia ID, access key(s) and/or magnetic keycard corresponding to the usual office or other work area(s);

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- d. In the case of a contractor or other non-member of the University community, carry the documentation provided by Security and/or the service, unit or department granting access;
- e. Consult a supervisor or instructor as to the safety and/or the necessity of performing any hazardous task or operation after hours and refrain from performing such tasks or operations if they cannot be performed in complete safety;
- f. Be familiar with and follow emergency procedures and unit safety instructions;
- g. Participate in all required training sessions associated with the use of the premises After Hours;
- h. Immediately report all injuries, incidents, and dangerous conditions to Security (514-848-3717) including any accident or emergency involving hazardous substances and comply with all other University policies related to such emergencies; and
- i. Refrain from admitting any unauthorized person(s) to the premises.

Library Access

- 26. University Libraries are open to the general public during Normal Operating Hours as long as the members of the general public remain in compliance with the University's policies and rules. University Libraries, when open, are accessible to Students 24 hours.
- 27. On Statutory Holidays and After Hours, only Students and Employees have access to the University Libraries. Students and Employees must have their Concordia ID and Security will verify the identity of people in the University Libraries at 23:00 and shall be authorized to ask unauthorized persons to leave.

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Security

28. Services, units, and departments shall forward to Security the names of all guests, contractors or service providers who require access to the premises After Hours. Such information must include the following:
- a. name and Concordia ID of authorized Employee or graduate Student who will accompany such guests, contractors or service providers;
 - b. the name and government issued photo identification of guests, contractors or service providers; and
 - c. the office, area or workspace where the guests, contractors or service providers are authorized to be.
29. Security shall verify the identification of all Employees and/or Students presenting themselves for access to University premises After Hours and shall ensure that, when applicable, the authorized Students and Employees have and present the relevant key and/or keycard for the office or space in question. Security shall have final discretion and authority to refuse entry to all persons lacking proper authorization, identification and/or keys.

Guidelines and audits

30. It is the responsibility of the respective services, units and departments, with the support of Security and UCS, to ensure that procedures and guidelines related to the present Policy are updated regularly and that such information is communicated to all members of the University community.
31. It shall be the role of Environmental Health and Safety (EHS) to assist the services, units and departments in the establishment procedures and required training pertaining to the use of the premises after the Normal Hours of Operation and/or Working Alone or in Isolation.
32. It shall be the role of EHS to verify and audit each service, unit, or department's procedures for After Hours access, to ensure that they are complete and in compliance with the applicable policies, codes and legislation.

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33. It shall be the role and responsibility of each and, every student group to, annually, provide safety and emergency orientation to the members of such groups. Such information shall include information concerning the present Policy.
34. The Dean of Students shall assist the student groups in the preparation and delivery of the information to be provided to their members.

Policy Responsibility and Review

35. The overall responsibility for the implementation and recommending amendments to this Policy shall rest with the Vice-President, Services and Sustainability.