

# SCHOOL CLOSINGS POLICY

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**Purpose** – This policy is implemented to ensure that the Creighton School of Dentistry operates in a manner which is safe for faculty, staff, students, and patients during University announced closures.

**Scope** – This policy pertains to faculty, staff, students, and patients of the School of Dentistry during announced University closing due to inclement weather or other conditions impacting operations.

**Authority/Administrative Office** – The Office of the Dean, Dean of Clinics and Senior Director of Operations.

**Definitions** – Please see University Policy.

**Policy** – The School of Dentistry will follow University policy and procedures related to weather or emergency situations and their announcements with the following procedural modifications.

### A. If closure occurs during normal operating hours (Monday – Friday, 8:00 AM to 5:00 PM) the following protocols apply.

#### Clinical Care in Progress:

The School of Dentistry will, in the best interest of our patients, continue operations until patients under active care have their care completed, temporized, or taken to an appropriate point of surgical stabilization. Patients in transit will be assisted to the degree possible on a case-by-case basis upon arrival by means of care or rescheduling, whichever is determined to be the most appropriate given current conditions.

Once alerted as to the University's closing, procedural care started on patients in the clinic environment **will continue** under faculty direction and be taken to logical points of conclusion. Consideration must be given to the safety of patients, faculty, staff, and students under presenting closing conditions. If the patient desires to leave due to the nature of the closing, the faculty member will determine if temporization, completion or establishing an acceptable point of surgical stabilization would be the appropriate course of care.

Under most circumstances, the faculty, patient and student should discuss reasonable care options (from rescheduling to completion of planned care) representing the best interests of the patient from a dental/systemic health standpoint as well as their general safety given conditions of the closing. Adjudication of these decisions will be managed through the Dean of Clinics in conjunction with the Senior Director of Operations.

Further, the School will designate essential staff personnel required to remain on duty with the faculty and students to assure safe clinical care, exiting of the building and the closing down of general operations. Staff will comply with procedures outlined below for time reporting.

#### B. Non-Clinical Course Delivery in Progress:

Lecturing faculty will have the discretion to finish lecturing at the most appropriate stopping point or at the next scheduled break between classes.

Laboratory faculty will have the discretion to finish the lab exercise at the most appropriate stopping point or at the next scheduled break between classes. Staff working in support of such courses will remain until the class is dismissed and equipment and supplies are appropriately stored according to standard operating procedures. Staff will comply with procedures outlined in Human Resource policy (see D. below) for time reporting.

#### C. Closing Notifications outside of Normal Business Hours

If University closing announcements are made after the close of clinic/academic operations, faculty, staff, and students will be made aware through CU Alerts and notifications on local media outlets. Patients will be notified by a School of Dentistry contracted vendor. Patients are also made aware through local media announcements.

**D. Absence Reporting Procedures** – The University has the discretionary authority to determine how to post time when it closes because of inclement weather or emergency conditions for employees. The University's Weather and Emergency-Related Absence Policy is found at:

**Amendment Statement** – Creighton University reserves the right to amend, and individual units have the right to use this policy as a foundational document in the development of specific policy for that unit in order to meet its specific operating conditions or accreditation requirements with prior approval to do so.