

Dear Colleagues,

It is time to review the university's policies and procedures for declaring curtailed operations. The decision to curtail is made when the campus is or is expected to be, unprepared for parking, pedestrian traffic, and local road conditions preclude the continuation of bus service, and/or there are utility and power outages that impact our working environment.

Our goal is to announce curtailment before the day of the weather event. Once curtailed operations are declared only essential employees who perform priority support services are required to report to work or to remain at work, all other employees that can work remotely are expected to do so. We ask faculty to inform their students of the specific expectations for their classes during curtailed operations through Canvas and in the syllabus. If you are unsure if your position is considered essential in a weather emergency, please check with your supervisor as they are responsible for determining essential employee eligibility. If you are not considered essential, please do not travel to campus.

During curtailed operations, most buildings will be locked unless otherwise approved by the Provost and Chief of Police. Campus Recreation will remain open unless otherwise noted.

A decision to curtail operations will be announced via the following outlets:

- The UNH Alert-RAVE System will be activated. Sign up now at <https://www.getrave.com/login/unh>
- MY UNH - <https://my.unh.edu>
- Storm Information Line (862-0000)
- WMUR-TV
- MORE DETAILED INFORMATION: <https://www.unh.edu/main/university-alerts-storm-information>

DO NOT call the police department to inquire about curtailed operations.

USNH Policy: Visit <https://www.unh.edu/hr/curtailed-operations> for links to the USNH employee (exempt and non-exempt) policies regarding the application of curtailed operations. In addition, this page contains details on recording time not worked in UKG if applicable.

Transportation: Wildcat Transit and Campus Connector will not operate during curtailed operations. For more information: <https://www.unh.edu/transportation/>

Covid-19 Testing: COVID test drop-off boxes will remain open (on the regular Mon-Thurs schedule) on curtailed operations days, however, samples will not be tested until the following regular work day.

Dining: When the university curtails operations on the Durham campus, Holloway Commons and Philbrook Hall will operate from 9 a.m. until 7 p.m. All other dining venues will close until the university reopens. For more information: <https://unh.edu/dining/>

Access to buildings: Durham campus buildings are locked during curtailed operations. If you must have access during curtailed operations, please see your supervisor about obtaining a key. DO NOT call the police department to give you access to a building. Laboratory work using hazardous materials or processes is not permitted during curtailed operations due to the increased risk of power interruptions and delays in emergency response

UNH Durham is a walking northern New England campus. Snow and ice are a fact of life in our climate. If we do not declare curtailed operations, all offices are open, and all classes are held as scheduled but please use common sense.

- Wear proper footwear
- **Staff:** if you don't feel safe traveling to campus stay home and utilize vacation or earned time, or use accrued compensatory time. Prior arrangements must be made with your supervisor to take advantage of another flexible work arrangement as outlined in USNH policy <https://www.usnh.edu/policy/usy/v-personnel-policies/c-employment> (USY V.C.21)
- **Faculty:** if you don't feel safe traveling to the Durham campus, please make a special effort to contact your students, especially commuter students, so that no one travels to UNH unnecessarily
- To report incidents and injuries: <https://www.unh.edu/hr/workers-comp>.

NOTE: The University's winter parking ban (WPB) commences on January 3rd and concludes on April 1st, although start/end dates may be adjusted by official announcement if weather predictions require. While in effect, the WPB is in force 12:00 a.m. – 6:00 a.m., every night regardless of weather conditions. Make yourself familiar with what lots are open, closed, and when at: <https://www.unh.edu/transportation/parking/information/winter-parking-ban>

NOTE: UNH Manchester, UNH Franklin Pierce School of Law, Granite State College and UNH Cooperative Extension County offices make weather-related decisions independent of UNH Durham.