HSDM Inclement Weather Policy

The Harvard School of Dental Medicine follows the University’s guidelines; however, it is important to note that the Harvard Dental Center’s responsibility for providing patient care adds complexity to decisions related to closing. The safety of our faculty, students, and staff is a primary concern, but we also have a responsibility to our patients that at times may require our facility to be open when other schools are closed.

In the event of severe weather, you may receive updates in a number of ways:

E-mail
Notifications may be sent by e-mail when necessary.

Website
Updates will be posted at hsdm.harvard.edu.

Phone
617-432-HSDM (4736) HSDM listen-only phone line
866-496-NEWS (6397) University weather emergency and special conditions listen-only phone line

Television
Channel 4 - WBZ  •  Channel 5 - WCVB  •  Channel 7 - WHDH

MessageMe
MessageMe is the University’s messaging system, through which staff, faculty, and students receive emergency and other alerts by phone, email, and/or text. **You must subscribe to the system and update your information.** As the School will send severe weather and emergency notifications through MessageMe, we strongly recommend that the entire HSDM community enroll at https://messageme.harvard.edu. **This vehicle is used for only time-sensitive events.**

Classes
On the rare occasion that classes are canceled, an announcement will be posted on CANVAS/MyCourses.

Students at Externship Sites
Please contact your site director for instructions.

Internal Communication
The School strongly suggests that individuals within an office or department communicate cancellation announcements among themselves, such as through a telephone chain or email.

Time Reporting
Should HSDM be forced to close, HUCTW and overtime eligible non-union employees should enter time as regular time “REG.” If HSDM is open and you are unable to report to work, time should be reported as “Personal” or “Vacation.” If you have a scheduled doctor’s appointment, vacation or personal time, the time should remain reported as such.
Harvard University Inclement Weather Guidelines

Harvard is a residential university. Its teaching and research activities continue despite any inclement weather. Moreover, because of the nature of the University’s activities and the complexity of its operations, certain essential services must be provided continuously.

There is a wide variation in where individuals live and work and in the need for their being at work at any particular time. Staff and faculty members and the University share, however, an interest and a concern for both getting the work done and protecting the well-being of those performing the work. In this spirit, it is anticipated that members of the community will make every effort, consistent with their own safety, to be at work, especially those persons who are responsible for the provision of essential services. All should bear in mind, whether leaving early or taking a day off, that they are expected to meet their professional responsibilities at all times and should arrange their schedules accordingly.