

Please use the procedures below in situations where inclement weather or other events may impact Cardinal Instructor-Led Training (ILT) sessions. **Use your judgment during inclement weather, regardless of the update posted.** If you are unable to attend or know you will be delayed, or if you have any questions regarding Cardinal inclement weather procedures, please email the Cardinal Nest Team with the impacted session details at CardinalLearning@doa.virginia.gov as soon as you are safely able to do so.

If inclement weather is in the forecast for or during any of the Cardinal training classes, the Cardinal Training team will attempt to communicate a decision the day before the impacted session. The decision plan will follow one of two options:

- **Cancel the session and reschedule for a later date**
- **Change an In-Person session to a Virtual (VILT) session**

Note: Sessions that are designated as VILT classes will proceed, regardless of the weather.

What can I expect if an In-Person session is cancelled?

If the decision is to **cancel**, an automated cancellation email will be sent to registered participants impacted by the cancellation. A message will be posted on the Cardinal website [homepage](#) and on the [Nest](#) welcome page. For all cancelled sessions, the Cardinal Training team will work to reschedule and send an email out to registered participants with the new date and time. Fridays are reserved for make-up sessions.

What can I expect if an In-Person session is changed to a Virtual (VILT) session?

If the decision is to **change** an In-Person session to a Virtual (VILT) session, an email will be sent to registered participants impacted by the change that will contain the VILT session information and instructions. A message will be posted on the Cardinal website [homepage](#) on the top banner and on the [Nest](#) welcome page.

What happens if the weather occurs in the middle of a multi-day session?

If an In-Person training session has begun and inclement weather is being forecasted during the course of session, the Cardinal Training Team will make a decision to cancel or change to the VILT format prior to the next scheduled day/time of the session. The Cardinal Training Team may ask for participant feedback on which option works best and make an assessment for the class. Cancellation or rescheduling procedures stated above will be followed.

What happens if the session location announces closure/delays (e.g., Virginia Tech)?

If the Cardinal Training Team has not communicated a decision to cancel and the meeting location announces a closure **or** delay, the In-Person session will be **cancelled** and rescheduled. Cancellation procedures stated above will be followed.



What if the Cardinal Training team has not communicated a decision the day before to cancel and the weather worsens?

Check your email and the designated In-Person Training location website for a cancellation notice before leaving for the session. We will do our best to make these decisions timely. As always, please use your own judgment during inclement weather.