

Please use the procedures below in situations where inclement weather or other events may impact Cardinal Instructor-Led Training (ILT) sessions. It is imperative that you check your emails frequently when you are planning to attend a course and inclement weather is a possibility.

IMPORTANT NOTE: Always use your judgment during inclement weather, regardless of the update posted.

Cardinal Virtual Training

Sessions that are designated as Virtual ILT classes will proceed, regardless of the weather.

Cardinal In Person Training

If inclement weather is in the forecast, 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: If you are unable to attend, know you will be delayed, or have any questions regarding Cardinal inclement weather procedures, please email the Cardinal Training Team as soon as you are safely able to do so at CardinalTraining@doa.virginia.gov.

Inclement Weather Q&A

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

A. 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. 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.

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

A. 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.

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

A. If an In-Person session is underway and inclement weather is forecasted, the Cardinal Training Team will decide whether to cancel or switch to VILT before the next scheduled session. Participant feedback may be requested, and the above cancellation or rescheduling procedures will apply.

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

A. 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.

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

A. 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.