

Please use the procedures below in situations where inclement weather or other events may impact Cardinal meetings or instructor-led training sessions.

In all cases, use your judgment during inclement weather, regardless if a delay or cancellation is posted. If a meeting/training class has not been cancelled or delayed, and you are unable to attend or know you will be delayed, please email the Cardinal Project at ProjectCardinal@doa.virginia.gov as soon as you are safely able to do so.

- If inclement weather is in the forecast for any of the Cardinal meetings/training classes, the Cardinal Project will attempt to communicate a decision the day before regarding any meeting/training class cancellations or delays.
Note: Once the decision is made to **cancel**, that decision will be final (at any stage in the process).
- If the decision is to **cancel**, the following communications will be sent notifying of the dates and locations affected:
 - An email will be sent to known participants impacted by the meeting/training class
 - A message will be posted on the Cardinal website [homepage](#) under the announcements
- If the Cardinal Project has not communicated a decision to cancel the day before, and the weather worsens and/or Executive Branch agencies announce closures/ delays and/or the meeting location announces closures/delays (e.g., Reynolds Community College – Parham Campus location):
 - Cardinal will cancel on-site or off-site meetings with agencies
 - An email will be sent to known participants impacted by the meeting/training class
 - A message will be posted on the Cardinal website [homepage](#) under the announcements
- The Cardinal Project may also independently decide to delay or cancel meetings/training classes. In the event of cancellations, the Cardinal Project will send messages as above (see steps 2 and 3) to notify participants of the cancellation.

For all canceled meetings/training classes, the Cardinal Project will work to reschedule and send an email out to participants.