

Written: 2008	Policy	Inclement Weather Policy
Approved: 07/27/2017		Dept.: All
Reviewed/Revised: 04/28/2017		Written By: HR Department

**Policy:**

Area Agency on Aging, Inc. will make every effort to maintain normal work hours even during inclement weather; however, where extraordinary circumstances warrant, due to weather, the company reserves the right to close the facility. Each employee is expected to make their own decision regarding their ability to travel safely. Employees must use available PTO for any time missed regardless whether the facilities are open or closed.

**Inclement Weather Procedures:**

**Staff Inclement Weather Procedures**

- The CEO will determine if the Corporate office will close and contact the Human Resources Director.
- The Human Resources Director will contact the Vice President of Nursing and Transportation Project Director to announce the closing.
- The Human Resources Director will contact the television station to post the company closing.
- The Human Resources Director will contact the IT Supervisor to send a mass text to employees, post the closing on the company webpage and contact the company Facebook Administrator to post the closing on the company Facebook page.

**Nursing Inclement Weather Procedures**

- The CEO will determine if the Corporate office will close and contact the Human Resources Director.
- The Human Resources Director will contact the VP of Nursing.
- The VP of Nursing will notify the DON.
- The VP of Nursing and the DON will notify each Nursing Supervisor in the outer offices.
- Each Nursing Supervisor is to alert the DON or VP of Nursing if the weather in their area may potentially be hazardous to allow employees to drive to see patients.
- Each Nursing Supervisor will be responsible for notifying each member in their office.
- Each Nursing Supervisor is responsible for the following possible plans of action:
  - Anticipate that any predicted inclement weather will occur and plan visits accordingly.
  - The staff nurse who is assigned to see designated patients on that day will be responsible for notifying patients to let them know that care cannot be delivered due to weather conditions.
  - Assigned staff nurse can reach out to patient and/or patient’s family to reschedule the visit and/or talk a family member through simple care if needed.
  - The On-Call Nurse for each Nursing Office will be responsible for taking calls and working with patients to either make plans to see the patient once the

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inclement weather conditions have improved, or attempt to talk a patient/family member through simple care, if needed.

- The On-Call Nurse will be responsible for communicating with the Primary Care Physician for any Start of Care clients to let the Physician know that the patient will not be seen due to inclement weather conditions.
- Aides will check the company Facebook page, company webpage, and the local news to monitor any inclement weather closings or delays.
- Aides will contact their clients by telephone to check and monitor the client’s status. The Aide will report the information received from the client to the On Call Aide Coordinator immediately after speaking to the client. The Aide will leave the On Call Aide Coordinator a message if directed to voicemail.

**Transportation Inclement Weather Procedures**

Dialysis riders always take priority and must be transported if treatment facilities remain open and it is possible to transport them safely. The need for travel to “non-vital” appointments will be evaluated as necessary.

Weather will be monitored by the Transportation Project Director or appointee from the corporate office and the Transportation Director or appointee will make determinations on any trips that may be completed. Trips may be cancelled completely or may run delayed routes depending on the severity of the weather and road conditions.

- Drivers will monitor weather in the area and report any dangerous conditions to Dispatch.
- Drivers will refer to radio and news for facility closings and road conditions.
- Drivers will watch for texts to their company phone that will include instructions.
- Drivers will call scheduled riders to alert them of delayed or cancelled rides.
- Each driver is to make his/her own decision regarding their ability to travel and transport others safely, depending on the severity of road conditions in his/her travel area.