



Guidelines in the Event of Possible Inclement Weather

TO: ALL CGMHS EMPLOYEES

The following constitutes a reiteration of current operating policy.

These guidelines apply to Cooper Green Mercy Health Services staff when inclement weather is a possibility, but no instructions from the County have been issued.

Cooper Green Mercy Health Services employees are subject to the County's inclement weather policy and protocol. The County notifies employees of closures or delays in operations by way of an automatic employee notification system. It is every employee's responsibility to maintain current contact information both in the County system and with CGMHS Human Resources Department.

The following guidelines apply when inclement weather is a possibility, but no closure or delay instructions have been issued by the County.

All employees should check the CGMHS website, www.coopergreen.org, for information. The website will contain information both for employees and for patients regarding CGMHS operations.

Unless otherwise directed, in the event of possible inclement weather, employees are expected to report to work as usual. Supervisors always have the authority to grant time off to employees provided unit operations are not adversely affected.

Direct Patient Contact Employees

Employees who are engaged in direct patient contact jobs should have contingency plans in place for childcare or other family responsibilities in the event the area school systems or other businesses close or delay opening. Employees should arrive on time and remain on the job through their normal shift unless otherwise notified by the County or by CGMHS administration.

Urgent Care Employees

Urgent Care employees should follow the County's closure/delay instructions. Otherwise, Urgent Care employees should report to work as usual and, unless otherwise notified by either the County or the CGMHS administration the Urgent Care Clinic will remain open and fully staffed during its normal operating hours. Any weather-related closure on weekends must be coordinated with CGMHS administration.

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Communication, Appointment Scheduling, and Enrollment Employees

Employees who are engaged in communications, appointment scheduling, and enrollment should have contingency plans in place for childcare or other family responsibilities in the event the area school systems or other businesses close or delay opening. Employees should arrive on time and remain on the job through their normal shift unless otherwise notified by the County or by CGMHS administration. Communications and appointment scheduling employees may be required to arrive early, if patient call-ins are anticipated or if there is a need to actively reach out to patients.

Non-Patient Contact Employees

Employees engaged in non-patient contact jobs and who have children in an area school system or who are otherwise impacted by the closing or delayed opening of area businesses may, if necessary, request to be off or to arrive at work late. Vacation time must be used for any time off. Employees must contact their respective supervisors for permission.

Modified Clinic Hours

CGMHS reserves the right to modify clinic hours, if it is deemed appropriate considering all circumstances. However, this affects patients only. Employees, of the clinics affected should report to work as usual.

If any CGMHS employee needs clarification as to which of the above groups he or she belongs, see CGMHS Human Resources.

Calling in Sick

Employees who call in sick the day of possible inclement weather event may be required to produce a doctor's statement at the discretion of the supervisor. Employees calling in sick must speak directly with their supervisor. Voice mails, emails, and text messages alone are not sufficient notification.

Failure to Comply

Employees who are in violation of this policy will be considered AWOL and appropriate disciplinary action taken.

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