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| **POLICY TITLE:** | **Severe Winter Weather Safety Policy** - CP14 |
| **APPLIES TO:** | All Clinical Staff at Caregiver Grove Behavioral Health |
| **EFFECTIVE DATE:** | January 1, 2018 |
| **ANNUAL**  **REVIEW DATE:** | January 1 (each calendar year)  Reviewed: June 29, 2018  Reviewed: July 1, 2019  Updated: January 21, 2024  Reviewed: July 31, 2024 |
| **PURPOSE:** | The purpose of Caregiver Grove Behavioral Health’s Severe Winter Weather Safety policy is to ensure the safety of employees and persons served in the event of a severe winter storm. |
| **DEFINITION:** | The process of complying with severe winter weather. |
| **POLICY** | Caregiver Grove Behavioral Health must maintain the safety of employees and the persons served by complying with severe winter weather safety. Caregiver Grove Behavioral Health will follow the local county guidelines for snow emergency levels. All employees must be familiar with the safety procedures indicated in this policy.  **Procedure**   1. In the event of a Severe Winter Weather Warning, the Operations or Human Resources department will inform the employees and any clients who are on Caregiver Grove Behavioral Health’s premises. 2. The CEO of Caregiver Grove Behavioral Health will be notified of the warning and will communicate to the Operations and Human Resources department that the agency will close early. 3. If the agency closes early, staff will communicate the information to all clients to advise them of the closure. 4. If Caregiver Grove Behavioral Health closes early, employees are encouraged to leave immediately in case the weather conditions do not worsen and affect the staff’s ability to travel safely. 5. While Caregiver Grove Behavioral Health is closed, exempt employees will receive their full salary for normal hours worked. Non-exempt employees and interns will receive their normal hourly pay for their scheduled hours. During this time, employees are expected to work at home if feasible in return for pay during the paid work hours. This does not include seeing clients, but for documentation or paperwork. 6. Employees who have requested earned time off (ETO) will have the day subtracted from their allotted ETO as if the agency did not close.   Snow Emergency Levels:   * A **Level I Snow Emergency** is for all roads and streets in Lucas County, including state, county, and township roads, and all city streets. This means that roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously. * A **Level II Snow Emergency** is for all roads and streets in Lucas County, including state, county and township roads, and all city streets. This means that only people with a real and important need to be out on the roads and streets should do so. All persons, including news media reporters, support, and production personnel; and all health care and other emergency personnel should contact their employers to determine whether they are to report to work during the snow emergency. All public safety employees must report as scheduled. * A **Level III Snow Emergency** is for all roads and streets in Lucas County, including state, county and township roads and all city streets. This declaration does not apply to traffic on the Ohio Turnpike, but does apply to all other roads and streets in Lucas County. This means that no person except operators of public safety vehicles on duty or otherwise responding to an emergency; and essential news media personnel, including reporters, support, and production employees; health care and other emergency personnel; and essential employees of critical infrastructure facilities, may drive on roads and streets in Lucas County. All others traveling on the roadways might be subject to arrest. All public safety employees must report to work as scheduled. |
| **APPLICABLE STANDARDS:** | OAC 5122-26-12  CARF 1.H |
| **EXCEPTIONS:** |  |
| **APPROVERS:** | Chass Rice | Vice President, Business Strategy & Administration  Juenethia Fisher | Chief Financial Officer (CFO) |