



## **INCLEMENT WEATHER POLICY and COMMUNICATION PROCEDURES Fiscal Year 2021 (July 1, 2020 – June 30, 2021)**

This statement outlines the policies and communication for days when there is inclement weather. In the event of inclement weather or another natural or man-made disaster, the whole agency or some of its programs may remain open, close, remain open without transportation or have a delay in services. The following communication mechanisms will be used and all announcements are under the name Sunshine Village:

**TELEVISION:** WWLP Channel 22      **WEBSITES:** [www.wwlp.com](http://www.wwlp.com)      [www.sunshine.us](http://www.sunshine.us)  
**VOICE MAIL:** 413/592-6142 (after 6:30 am)

**CLOSED:** If the announcement is **CLOSED**, all programs (except Westover Maintenance Systems) are closed for clients. If SSV buildings are open, staff may work from a SSV building OR staff may work from home on projects or duties assigned by their Manager or his/her designee. This work may include: hosting / joining Virtual Services, calling clients through Telephonic Services, completing paperwork and taking trainings through E-Academy. Staff are also expected to attend any meetings scheduled for that day.

If a staff person chooses not to work from home, they may take the day off. They may use 8 hours from their Paid Time Off bank (or vacation or personal time if their time has not yet switched over to PTO.) *Staff are expected to communicate this with their manager or designee.*

Westover Maintenance Systems will only close if the base itself closes. Please listen to local radio and TV stations for their announcement. If the Base closed, staff will be expected to complete trainings on E-Academy, paperwork and any other tasks assigned by their Manager or his/her designee.

If the agency closes on a Thursday, SSV will distribute vouchers from direct deposit on paychecks the next day SSV is open.