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Interruption of Lifeworks’ Fiscal and Main Office Services Due to Dangerous Weather Policy and Procedures

Purpose

Lifeworks strives to manage risk and to protect the health and safety of persons served, personnel, and visitors. This Policy and Procedure describes how Lifeworks will evaluate the safety concerns related to possible dangerous weather conditions and their potential effects. This Policy and Procedure also provides details for actions staff should take during interruptions of services due to dangerous weather conditions.

Scope

The policy applies to Main Office services provided by Lifeworks at its corporate office location.

Policy

The Executive Leadership Team will decide if it is safe for employees to remain at or come to the Lifeworks’ Main Office to work. If it is determined to be unsafe, all employees will be asked to leave or to not come into the Office.

Executive Leadership Team will determine with Department Managers essential work tasks/responsibilities that may require hourly employees to work. Department Managers will determine with their staff if essential work can be performed from their homes, or if staff must report to the Office.

Lifeworks’ leaders will utilize information from the National Weather Service, current area weather conditions, and MN DOT driving recommendations to make their decisions.

Guidelines for service interruption decisions are weather conditions with

- tornado watches or warnings in the immediate area
- flash flooding conditions
- poor visibility
- snow accumulation
- freezing rain

- extremely low temperatures and wind speeds (wind chill factor) that poses the risk of frostbite within 10 minutes or less of skin exposure. See chart below:

		Temperature (°F)																	
		-45	-40	-35	-30	-25	-20	-15	-10	-5	0	5	10	15	20	25	30	35	40
Wind (mph)	60	-98	-91	-84	-78	-69	-62	-55	-48	-40	-33	-26	-19	-11	-4	3	10	17	25
	55	-97	-89	-82	-75	-68	-61	-54	-46	-39	-32	-25	-18	-11	-3	4	11	18	25
	50	-95	-88	-81	-74	-67	-60	-52	-45	-38	-31	-24	-17	-10	-3	4	12	19	28
	45	-93	-86	-79	-72	-65	-58	-51	-44	-37	-30	-23	-16	-9	-2	5	12	19	28
	40	-91	-84	-78	-71	-64	-57	-50	-43	-36	-29	-22	-15	-8	-1	6	13	20	27
	35	-89	-82	-76	-69	-62	-55	-48	-41	-34	-27	-21	-14	-7	0	7	14	21	28
	30	-87	-80	-73	-67	-60	-53	-46	-39	-33	-26	-19	-12	-5	1	8	15	22	28
	25	-84	-78	-71	-64	-58	-51	-44	-37	-31	-24	-17	-11	-4	3	9	16	23	29
	20	-81	-74	-69	-61	-55	-48	-42	-35	-29	-22	-15	-9	-2	4	11	17	24	30
	15	-77	-71	-64	-58	-51	-45	-39	-32	-26	-19	-13	-7	0	6	13	19	25	32
10	-72	-66	-59	-53	-47	-41	-35	-28	-22	-16	-10	-4	3	9	15	21	27	34	
5	-63	-57	-52	-46	-40	-34	-28	-22	-16	-11	-5	1	7	13	19	25	31	38	

Frostbite Times:		
5 Minutes	10 Minutes	30 Minutes

Procedures

Day before Emergency Procedures:

- The Executive Leadership Team will confer and decide about closing.
- A decision will be made by 10 AM to allow:
 - Advancement time to update external and internal websites, announce on Facebook & Twitter, notify Twin Cities television stations, and email all staff to notify them Lifeworks is closing
 - Management time to notify their staff.
 - IT Security staff time to adjust security alarm and door lock schedules to secure the Main Office site.

Morning of Emergency Procedures:

- 4:25 a.m. – The Executive Leadership Team will check the weather and road conditions via observation, the radio, and the internet.
- 4:30 a.m. – The Executive Leadership Team will discuss if the Main Office should be closed.
- 4:45 a.m. – A final course of action is decided.

- In the event of the Main Office being closed, the executive leadership team will notify their Department Managers who in turn will notify all their staff, contractors and volunteers.
- 5:15 a.m. – Executive Leadership Team notifies Advancement staff, who will update external and internal websites, announce on Facebook & Twitter, notify Twin Cities television stations, and email all staff to notify them Lifeworks is closing.

Mid-Day Interruption Procedures:

- Executive Leadership Team will inform managers who will inform their respective staffs of closure.
- IT's Security staff will coordinate any changes to the security alarm or door lock procedures.
- Advancement will communicate closure information.

General Procedures:

- Staff are informed that Lifeworks closures will always be communicated via Lifeworks' website, Lifeworks' Facebook & Twitter pages and Twin Cities' television stations
- Managers will discuss work assignments with their employees. If approved by the manager, exempt and hourly staff may work from home. If not working due to a closure, exempt and hourly staff may use PTO. Hourly staff may take the day off unpaid, or the staff and manager may consider flex time in some circumstances.
- When Lifeworks needs to interrupt services on a subsequent day, the Day before or the Morning of procedures will be followed.

Contact List	Phone
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Resources

Emergency Procedures for Main Office Location

Version History

Version	Modified Date	Approved Date	Author	Reason/Comments
3.0			Andrea Lang	New format, Updated contact list
4.0	10/12/2022		Andrea Lang	Updated to Main office