

# Memorandum



**TO:** All Employees

**FROM:** Howard Ainsley, Senior Vice President & COO

**RE:** **Inclement Weather Policy**

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Due to the vital nature of hospital operations, it is imperative that employees of Fort Washington Medical Center are able to continue offering medical services in spite of severe weather conditions.

## **Essential Employees**

All essential employees are expected to report for duty as scheduled. Essential employees include, but are not limited to clinicians, food service, environmental services, safety and security, lab, radiology, and pharmacy. If conditions impede travel, employees are to notify their supervisor that they may be late due to weather conditions. Essential employees are asked to contact the hospital about possible alternative transportation in cases of extreme weather emergencies. The hospital will coordinate emergency transportation to essential employees needing to get to-and-from FWMC. If you need transportation, please contact your supervisor.

## **Non-Essential Employees**

Non-essential employees must view their own safety as primary, particularly if travel is discouraged by local law enforcement. However, if roads and/or streets are not closed and travel to-and-from work is possible, employees are expected to report for duty as scheduled. If conditions impede travel employees are to notify their supervisor that they are coming, but may be late due to weather conditions.