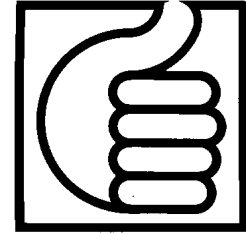


Memorandum

COTTONWOOD
I N C O R P O R A T E D

Date: November 1, 2018
To: All Staff
From: Jill Baker
RE: Procedures for Inclement Weather



Options:

1. Cottonwood's offices and main work site are closed; no daytime employees, **except JobLink who have their own procedures**, will need to report to work.

Announcement: "Cottonwood is closed today and no transportation will be provided."
or

2. Cottonwood's main facility on 31st Street will be open for the day; however, twenty-four hour group homes will only need to transport their specific consumers to the work facility, but will not do community, transitional or SIL van routes.

Announcement: "Cottonwood is open today; however, there will be no transportation provided. Check local public transportation information."
or

3. Cottonwood will open late at (designated time). At that time all van routes will be run as usual.

Announcement: "Cottonwood will be open for **consumers** at (time). Van routes will be running late. **Employees** are expected to report to work as soon as possible."

For information on closings or delayed openings, please access one of the following options:

KLWN 1320 AM
KLZR 105.9 FM
KANU 91.5 FM
LJWorld online
Kansas City's Channel 9 News