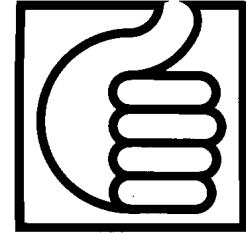


Memorandum

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

Date: November 1, 2020  
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 will be closed on (indicate day and date)."  
or

2. Cottonwood will open late at (designated time). All employees and consumers report to work at a later start date. Snow/ice removers may be asked to report earlier. JobLink and Residential have their own procedures.

**Announcement:** "Cottonwood will be open at (designated time and date)".

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

KLWN 1320 AM on air

KANU 91.5 FM online <http://kansaspublishradio.org/>

LJWorld online <http://www2.ljworld.com/>

Kansas City's Channel 9 News online <https://www.kmbc.com/>

Cottonwood website [www.cwood.org](http://www.cwood.org) and Facebook.

Sign up for Cottonwood Connection Text.