



Tape to your Refrigerator or hang near the phone



MEMO

TO: Participants, Families, Care Providers, and Favarh Employees
FROM: Stephanie Hood, Director of Finance & Operations
DATE: November 7, 2017
RE: 2017/2018 INCLEMENT WEATHER PROCEDURES

Favarh's offices and programs will normally remain open during inclement weather. However, there will be occasions when our **Transportation Services will be cancelled** due to weather-related driving conditions. On these occasions, you should make a personal decision as to whether it is safe to transport someone in your care to Favarh. Always call ahead to make sure we have had the opportunity to clear snow and ice and to see if we have changed program locations.

FAVARH TRANSPORTATION CANCELLATION HOTLINE: (860)-693-6662 ext. 130 for cancellation information after 6:00 AM. If you get a busy signal, stay on the line and your call will be accepted in the order it was received.

TRANSPORTATION CANCELLATION ANNOUNCEMENTS can be found at the following Broadcast and Internet sites. Please note that the only message that will be broadcast or listed is: "Arc of Farmington Valley: No Transportation".

- **CBS-WFSB Channel 3** or www.wfsb.com/closings/index.html
- **NBC Connecticut News** or www.nbcconnecticut.com

TEXT ALERTS: Sign up for alerts at www.wfsb.com and click on the "Closings and Delays" under the "weather" tab. Next, click on the "mobile apps and text alerts" button. Then, click "sign up for alerts". Fill out the General Information section, then how you would like to receive messages (text or email) and check the box under 3a) Hartford County listed as "**ARC of Farmington Vly**" and follow the remaining instructions.

RECREATION & LEISURE ACTIVITIES HOTLINE: at (860) 693-6662 ext. 122

Important information on back side →

FAVARH EMPLOYEES: All employees should use their own best judgment regarding the safety of their commute to work. Leaving early and not rushing helps minimize delays and it prevents accidents.

If a delay is unavoidable, Residential employees should provide notice to the Manager or the House *at least two hours prior* to the start of their shift. All other employees should call their Supervisor before 8:00 AM (or as directed).



BE A SAFETY SUPER HERO: Please alert someone immediately if you observe unsafe conditions at work. Then do what you can to reduce the risk without putting yourself in harm's way. This could be simple as putting up a handwritten sign.

- Employees should be prepared to assist with the clearing ice or snow and to spread ice melt.

Our goal each winter is to keep our parking lots, walkways, and entrances free of ice and snow. **We will not succeed.** There will be times when there will be slippery walking conditions. Most people choose to wear appropriate footwear for snow and ice conditions and are extra careful. Consider keeping a pair of winter boots and ice cleats in your vehicle during winter.

- **Managers will receive ice cleats for staff. If you have not received a pair, please contact your Management or see Rhonda DeLeon at the main office who will give you a free pair of ice cleats.**

DID YOU KNOW?

Each year winter slips & falls land smart employees in surgery with months of painful rehabilitation.

Don't let a slip in judgment trip you up!

Let's work together and have an accident free winter!