

WHAT'S HAPPENING

A newsletter for the Maine Medical Center Family

Let it Snow, but Be Prepared for Our Patients

Maine Medical Center is always open. This sometimes means coming to work during a snowstorm to care for our patients. The following information is to help you prepare yourself, your team, and your family for severe weather.

Before The Storm

Throughout the winter we may experience weather that will neither affect hospital-wide staffing, nor require Severe Weather Plan activation (though we recognize it may cause delays and parking and commuting challenges).

During these events, employees are responsible for being at work, and the management of any staffing issues is left to supervisors. You can always check the hospital's status before, during and after a storm at mmc.org/weather or 661-HELP(4357).

During The Storm

Employees are expected to put forth all reasonable effort to get to the hospital to meet their work commitment. You can see our Inclement Weather Policy on the back page. **This policy applies to MMC and MMP employees.** Plan ahead for transportation, child care, and pet care. Use the Emergency Supply Lists (back page) for personal preparedness suggestions.

Directors and managers will be responsible for determining staff needs for their department. Staffing is needed in almost all clinical and support services. Depending on the extent of the storm, this may include staying on campus for up to 48 hours for essential areas.

Lodging

If staff lodging becomes necessary, MMC will book rooms at nearby hotels. You are asked to share rooms so we can accommodate as many employees as possible. The hospital covers the cost, as long as the rooms are reserved through the Storm Call Center. If you require lodging before or after your shift, please arrange through the Storm Call Center at 661-HELP(4357).

Transportation

During implementation of the Severe Weather Plan, expect normal employee shuttle service to off-site parking. During storms, MMC's subcontractors will work to keep parking lots and garages clear of



snow. Please do not drive into parking areas that have been blocked off for snow removal. To help, at the end of your work period, do not leave your vehicle parked in our lots or garages. If you are seeking shelter in a local hotel, please bring your vehicle with you if at all possible.

Meals

When the Severe Weather Plan is activated, Nutrition Services will provide support to employees who are on campus. Complimentary food, drinks, and snacks may be served on a meal-to-meal basis.

After The Storm

Replenish your emergency kit, so you're prepared for

the next storm. Send your post-storm feedback, and suggestions to StormCenter@mmc.org, and send photos to mmcnews@mmc.org.

Our patients need us, and we will work hard no matter the weather to provide quality patient care and maintain a safe working environment for our staff.

Where employees can go for information

- Always check mmc.org/weather or 661-HELP (4357)
- Look for information via NetNews or by email.

WINTER STORM PREPAREDNESS CHECKLISTS

EMERGENCY SUPPLY LISTS



FOR YOURSELF:

- Medications
- Cell phone charger
- Personal towel and soap
- Clothing changes, including:
 - Scrubs
 - Slippers
 - Underwear
- Hair care products
- Personal care items
- Socks
- Pajamas

FOR YOUR CAR:

- Shovel
- Ice scraper
- Full tank of gas
- Extra blankets
- Road flares
- Distress flag
- Snow boots
- Heavy socks
- Bottled water and healthy snacks
- Flashlight w/fresh batteries

FOR YOUR HOME:

- Family Communications Plan
- Shovels and salt accessible
- Sufficient heating sources
- Water for everyone in house: 1 gallon per person per day
- Non-perishable food
- Flashlights and fresh batteries
- Plan for pets – food, carrier, medicine, etc.

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For more details on emergency preparedness, visit ready.gov

POLICY

It is the policy of Maine Medical Center (MMC) and Maine Medical Partners (MMP) to recognize special weather related circumstances that may require an employee's partial or full day (s) absence from work. In addition, when weather conditions become extreme, management may choose to close certain operations, sites and or practices.

PROCEDURE OUTLINE

During severe weather conditions it may be difficult for employees to report to work on time or at all. Employees are expected to recognize the difficulty of providing adequate patient care coverage during such times and will be expected to make every reasonable effort to report to work as scheduled.

Employees who expect to be delayed or are unable to get to work because of storm conditions should notify their manager as far in advance as possible. At certain times, management may declare a severe weather event. When this occurs, employees who arrive after the start of their scheduled shift may, upon their manager's approval, work the lost time at the end of their shift, be unpaid for that time or use Paid Time Off (PTO), if eligible.

It is expected that employees will remain at work until the end of their normal shift or until they are relieved.

- A non-exempt employee who wishes to leave work early because of storm conditions may do so only with their manager's permission and then must take the time unpaid or use Paid Time Off (PTO).
- An exempt employee who wishes to leave work early because of storm conditions may do so only with their manager's permission. Exempt employees are required to use PTO for full-day increments only. Exempt employees are expected to fulfill a minimum of 40 hours of work in a given week, and if weather challenges interfere with this, they are expected to make up the time.

Management reserves the right to declare an extreme weather event and close certain operations, sites and or practices based on the severity of the weather. If the decision to close is made, non-exempt employees must either take the time unpaid or use Paid Time Off (PTO). Exempt employees are required to use PTO for full-day increments only.

WHAT'S HAPPENING IS PUBLISHED WEEKLY BY THE COMMUNICATIONS AND MARKETING DEPARTMENT

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