



Target Community & Educational Services, Inc.

...Targeting Dreams, Fostering Opportunities

General Policy 46: Inclement Weather Policy

Policy Overview

Target Community & Educational Services, Inc. provides support across three programs, Personal Supports, Residential, and Meaningful Day services spread across two separate counties, Montgomery and Carroll counties. This policy outlines procedures for inclement weather decisions to ensure the safety of all participants and staff.

All inclement weather decisions will be made by Target's Leadership Team.

How to Find Out About Closures, Delays, or Schedule Changes

Management may **not** contact employees or participants individually. It is each person's responsibility to check Target's operating status using one of the following methods:

1. Target's Facebook Page

- Morning decisions will be posted by **5:00 AM**
- Check our page for the latest updates.

2. By Phone or Email:

- The voicemail of the Main Office line (410-848-9090) and the Montgomery County office line (240-632-1434) will be updated with an automated message regarding closures or delays. The automated message will be updated by 5:00 AM for morning decisions.
- **CC MD On-Call Phone Number:** 443-789-7382
 - Listen to the automated message for status, updated by 5:00 AM for morning decisions. **Note:** If you need a callback, please leave a voicemail. Otherwise, we assume you are calling only to hear the automated message.
- **CC Group Home Admin-Cell:** 443-536-8808.
- Target's CEO will send an internal email to all by 5:00 AM. Check your Target email.



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3. Emergency Text Alerts

- Text alerts sent by **5:00 AM** for morning decisions.
- **Not signed up?** Use this link to register: <https://eztxt.net/iQ3zC2>
- Receive current and updated messages directly to your phone. Text alerts are available for participants, employees, and families or caregivers.

Program-Specific Procedures

Office Closures:

When Target Leadership decides to close the office:

- Meaningful Day services (Day Program and CDS) will be cancelled for the day.
- Employment and Personal Support services will operate on a case-by-case basis.
- Residential services will remain operational.

Delays:

Meaningful Day Services (Day Program and CDS):

- An employee or participants schedule will be delayed by the same amount of time announced.
- **Example:** If your normal pickup as a participant is 8:15 AM and there is a 2-hour delay, your new pickup time is 10:15 AM. For Meaningful Day staff, if your scheduled shift time is 7:00 AM, your new start time is 9:00 AM.

Employment Services:

- Handled on a **case-by-case basis** depending on how the delay affects the participant's employment.
- Your assigned case manager will contact staff and/or the participant prior to the scheduled shift to coordinate a plan.

Personal Supports and Residential:

- Management will coordinate directly with participants, staff, and/or sites.



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Employment Services Procedures:

For Participants in Paid Employment:

- Your assigned case manager will contact you prior to your shift to discuss how you would like to proceed and will coordinate with staff as needed.
- Management will contact participants in the order they are scheduled to work, prioritizing those with earlier shifts.
- Please remain patient while waiting for your call.

If the participant decides to call out of work:

- Contact the case manager by phone or email.
 - Or Carroll County On-Call Cell at **443-789-7382**
- This allows Target to remove you from the contact list and record your attendance

Important Reminder:

- Participants in paid positions must follow their employer's policy concerning inclement weather and calling out.
- It is the participant's/guardian's/caregiver's responsibility to call the employer to report any absence due to delay or closure.
- Target will not assume responsibility for making arrangements or calling out of a participants work.

Public Transportation Users

If a participant utilizes Carroll Transit System (CTS), Metro Access, or any mode of public transportation:

- It is the participant's or caregiver's responsibility to check their website for operating status.
- If public transportation is delayed, closed, or on a modified schedule:
 - Contact your employer.
 - Arrange alternative transportation to and from work.



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- If you choose not to go to work, contact your Meaningful Day manager so attendance can be recorded.
 - Carroll County On-Call Cell (443-789-7382).

Program managers will make efforts to prepare participants and staff to ensure understanding prior to winter weather season.

Early Dismissals

In the event of an early dismissal:

- Target management will contact participants, staff, families, and caregivers through the methods explained above (Facebook, text alerts, email, and voicemails).
- Participants at paid employment sites will be responsible for:
 - Arranging transportation from work if you decide to remain at your job after Target closes
 - Or you may need to clock out early so Target staff can transport you home safely

Re-evaluations

Target Leadership may announce a delay with a reevaluation time. This means:

- Conditions will be reassessed at a later time, that time will be communicated.
- A subsequent announcement will be made through the communication methods listed above (Facebook, text alerts, voicemail).
- **Staff:** Your supervisor will communicate with you via text, Teams, phone, or email. Please check regularly for updates.

Staff Reporting Requirements

Office Employees and Meaningful Day Staff:

If Target Leadership closes the office:

- You do **not** need to report to work.
- Snow leave is outlined in Target's Personnel Handbook



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If Meaningful Day services are closed but the office remains open:

- You must report to the office no later than the announced time
 - **Exception:** Unless you are called off or hours are modified by your supervisor.
- Communication will come from management.

If you call out:

- Target's attendance policy remains in effect.
- You will need to use your PTO or take unpaid time off.
- You must notify your supervisor.

Standard Communication Messages

The following messages will be used for Facebook posts, Emergency Text Alerts, email, and voicemail announcements:

Office and Service Closures:

"Target's Carroll and/or Montgomery office is closed on date. No Day, CDS, and Employment services will be provided."

Delay for Office and Services:

"The Carroll and/or Montgomery Target office, Day, and CDS services will be running on a hour(s) delay. Employment and Personal Support services will be provided on a case-by-case basis. Check your public transportation website or other TV/Radio broadcast for operating status updates. CDS and Day Staff should report to the office hours from your scheduled start time. Employment and Personal Support staff, please wait for directions from your supervisor."

Services Closed but Office is Open:

"Target's Carroll and/or Montgomery office will open at time. No Day or CDS services will be provided. Employment and Personal Support services will be provided on a case-by-case basis. Please contact your program manager or Director for any questions."