

To: All Workshop Clients
From: Mary Kay Dugan, Director
Re: Winter Weather Guidelines
Date: November 2, 2020

With winter weather soon approaching, it's time to review some basic guidelines:

- If the roads are bad, you are not required to come in to work. Please call us at (724) 283-3300 ext. 101 and let us know if you won't be in.
- The ramp in the rear of the building is usually the first area cleared of snow and ice. It is preferable that you enter the building by way of this ramp.
- **The building is not officially opened until 7:30 AM. Please do not come to work prior to this time, as the building may be locked. We don't want anyone standing outside in the cold.**
- The workshop building is very old and heating can be inconsistent at times. In addition, doors to both loading dock areas are frequently opened and closed throughout the day. Please dress warmly for work, and feel free to keep an extra hoodie or sweater in your locker should you need it.

Thanks for your cooperation and please call if you have questions.

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To: All Clients Riding the Workshop Vans
From: Mary Kay Dugan, Director
Re: Van Cancellations Due to Weather
Date: November 2, 2020

Under normal circumstances, we would be following last year's guidelines for van cancellations due to winter weather. And if schools are in session and school buses are running, we will continue to do so as follows:

- If the Butler Area School District is closed **or** delayed, there will be no van transportation for anyone that day. So, watch for the status of the Butler School District, and plan accordingly. In the event that the Butler Area School District would have an early dismissal, we will also take you home early.
- Additionally, if Butler School District is operating on their normal schedule, but the district where you live is delayed or closed, the van will not pick you up. For example, if Butler is operating on their normal schedule but Slippery Rock is on a two-hour delay, the van that goes to the Slippery Rock area will be cancelled, but the other vans will be running. The same is true for the remaining districts of Karns City, Moniteau, Seneca Valley, Mars, and South Butler. This may sound confusing, and if you are in doubt please feel free to call us to find out if we're coming to pick you up.

With COVID-19, many of the school districts in Butler County are operating on a variable schedule, with schools being open on some days, and having at-home classes on other days. It seems like these schedules can change abruptly with very little notice, too. This will make it hard for us to consistently use the school districts as a determining factor in whether or not we run the vans.

With that said, when the roads are bad, we ask that you bear with us as we decide on a case by case basis if we'll run our vans that day. If schools are delayed or closed, we will not provide transportation. If information from the school districts is unavailable, we'll decide ourselves if the vans will run, and then we'll call you to let you know.

As always, if the vans are cancelled, you are still welcome to come to work if you can arrange your own transportation to and from the Workshop.

Please call if you have questions. Thanks for your cooperation.