

Winter Weather Policy

From time to time, significant inclement weather may impact the institute. Please refer to the items below on how employees should respond to coming or staying at work during these times.

- **The HudsonAlpha (HA) Institute will remain open on all scheduled workdays regardless of the weather conditions.**
- Employees are encouraged to use good judgment when deciding whether to come to work or whether to remain at work when inclement weather conditions occur or are forecasted.
- Employees are encouraged to consider any applicable travel advisories.
- When an employee doesn't report to work or leaves work early due to inclement weather, the employee should consult with his/her manager/supervisor to determine how to account for the time away from work or make-up the time.
- HudsonAlpha Institute Winter Weather Preparedness Plan
 - The Operations Department will monitor winter weather forecasts and make any snow/ice-removal mobilization decision before the frozen precipitation significantly accumulates.
 - Unpredicted winter weather events or erroneous forecasts may result in the Operations Department reacting to a snow/ice event rather than mobilizing in advance.
 - Arrangements will be made for Operations personnel to be on-site to de-ice or remove snow from the sidewalks and entrances to the building to allow safe passage from the parking lot into the building.
 - HudsonAlpha's landscaping/grounds contractor will be contacted to mobilize and conduct the de-icing and/or snow removal activities should it be determined that the de-icing/snow removal are beyond the capability of Operations personnel.