

Solutions Employee Assistance, L.L.C.

Winter Weather Plan

From time to time in the Great Northwest, we have to deal with weather conditions that make driving difficult, dangerous, or at the least uncomfortable.

If we at Solutions judge the weather to pose a threat to our clients or counselors safety, we may close our office for the day earlier than normally scheduled or for a full day.

If we decide to close, we will:

- 1) Attempt to contact any client who has an appointment, at the telephone number we have on file for them, unless we have instructions not to do so;
- 2) Leave a message on our voice mail informing those who call that we are closed for the day due to poor weather conditions.

Therefore when there is snowfall or icy conditions, we advise you to call to make sure Solutions is open. *If you feel weather conditions make it unsafe for you to attend your appointment, please call to cancel/reschedule as soon as you make this decision.*

To assist us, please make sure the telephone number we have on file for you is accurate.

Should you arrive for an appointment and find we are closed, please be sure, that along with our apologies, we have done what we could do to contact you in advance.

Please drive safely this winter.

Sincerely,

Kit Corey, M.Ed., CEAP, CMHC and the **Solutions** Staff