

Memorandum

**COTTONWOOD**  
I N C O R P O R A T E D

Date: January 11, 2024  
To: All Staff  
From: Kara Walters  
RE: Procedures for Inclement Weather



**Options:**

1. Cottonwood's offices and main work site are closed.
  - a. Non-residential staff may be assigned to provide group home support during typical day service hours.
  - b. Staff who can work from home will be required to do so.
  - c. Detailed instructions specific to the closure event will be issued.

**Announcement:** "Cottonwood will be closed on (indicate day and date)."  
or

2. Cottonwood will open late at (designated time). All employees and consumers report to work at a later start date. Snow/ice removers may be asked to report earlier. JobLink and Residential have their own procedures.

**Announcement:** "Cottonwood will be open at (designated time and date)".

**For information on closings or delayed openings, please check one of the following options:**

KLWN 1320 AM on air  
KANU 91.5 FM online <http://kansaspublishradio.org/>  
LJWorld online <http://www2.ljworld.com/>  
Cottonwood website [www.cwood.org](http://www.cwood.org) and Facebook.  
Sign up for Cottonwood Connection Text.