

Hi Everyone,

I hope you had a nice weekend. Thank you to all who worked at the Group Homes (and otherwise) during your holiday weekend! I know many of you took time away from your family to be there to keep our residents safe and happy.

I would like to take a moment to remind everyone about procedures for **Closure Days** (whether it be inclement weather or another situation such as power failure). This message applies primarily to those at the Wolstein Center and Alternative Education, yet also addresses other locations:

- A decision regarding closure will be made as soon as possible that morning;
- **You will receive a text message from UCP indicating the building will be closed;**
  - **If you do not currently receive text messages – you can check with Desiree or Dave to ensure your correct number is in the system so you receive all information;**
  - **THIS IS YOUR BEST WAY TO RECEIVE EARLY INFORMATION!!!**
- Closures will also be listed on iAlert stations (primarily WKYC Channel 3);
- Messages will be on our Facebook page and our website; there will be a message on our phone system;
- IF a closure is needed during the workday (such as utility failure) – your manager will direct you to proper procedures for the specific situation.

\*If Alternative Education is closed and the Wolstein Center is open (or vice versa), you will be notified.

\*Those working in the community (businesses/schools) should follow the directive of that entity (check local listings or contact your supervisor).

\*Group Home Team Members are expected to report to work

- We may request supplemental team members go to the houses to fill in due to increased resident census; expect a call from your supervisor

\*If closure is known or likely prior to the event – exempt employees should bring their laptop or other work home the night before.

\*Any decision about pay (or incentives) will be communicated when we have the correct information! Expect to hear from us, you do not need to contact your manager or payroll regarding this...we will communicate as soon as possible.

Our goal, as always, is to keep everyone safe. When you have questions – contact your manager. If you have any questions right now, contact your manager, director or other member of the leadership team.

I am available if there is anything you need,

Beth

Beth A. Lucas, MNA  
President & CEO  
UCP of Greater Cleveland

(216) 453-4942, direct  
(216) 534-9960, cell  
(216) 791-8363, ext. 1227, office

[blucas@ucpcleveland.org](mailto:blucas@ucpcleveland.org)  
[www.ucpcleveland.org](http://www.ucpcleveland.org)

Iris S. & Bert L. Wolstein Center  
10011 Euclid Avenue  
Cleveland, Ohio 44106