

## TRAINING UPDATE

**Lab Location:** GEC, SGAH & WAH  
**Department:** All staff

**Date Distributed:** 4/3/2014  
**Due Date:** 4/30/2104  
**Implementation:** **5/1/2014**

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Inclement Weather GEC.L20 / SGAH.L22 / WAH.L22 v3</b>
<b>Description of change(s):</b>
Section 5: add 16 hr shift limit (see highlight on last page of attached SOP)  <b>This revised SOP will be implemented on May 1, 2014</b>

Document your compliance with this training update by taking the quiz in the MTS system.

**Approved draft for training all sites (version 3)**

Non-Technical SOP

<b>Title</b>	<b>Inclement Weather</b>	
<b>Prepared by</b>	Leslie Barrett	Date: 2/23/2009
<b>Owner</b>	Lori Loffredo	Date: 2/23/2009

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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**1. PURPOSE**

As a healthcare provider, Quest Diagnostics, must be prepared to meet the laboratory needs of the patients it serves around the clock. These essential services cannot be suspended; therefore, the Laboratory’s policy toward inclement weather must reflect the nature of its work.

**2. SCOPE**

The Laboratory will remain open and provide essential services for patient care.

**3. RESPONSIBILITY**

Laboratory employees should make every effort to report for work.  
When driving is difficult, start early to allow for extra travel time.

It is the responsibility of the employee to contact his supervisor during such emergencies and to report the conditions that are peculiar to their own situation.  
Laboratory staff from previous shifts will be held over until relieved by the on coming shift.

Regardless of circumstances patient care must go on; therefore, laboratory managers and supervisors must know on whom they can depend in covering operations.

**4. DEFINITIONS**

None

**5. PROCEDURE**

1. A Hazardous Weather Plan may be put into place in the event of snow or hazardous weather conditions that prevent personnel from using normal modes of travel. This plan provides for some essential personnel to be transported to the hospital by 4-wheel drive vehicles. Employees should be familiar with each hospitals specific Plan beforehand.

Form revised 3/31/00

2. To determine if the Hazardous Weather Plan is in effect:  
Employees at WAH should call 301-891-5333 (Hazardous Weather Command Center)  
Employees at SGAH should contact their supervisor or in-charge staff.
3. Transportation assistance for essential personnel is coordinated by the manager, supervisor, or Tech in Charge with the hospital's Hazardous Weather Command Center.
4. The rules of the Laboratory relative to the action of employees during bad weather or other emergencies keys on the communication between the supervisor and the employee. During these periods:
  - a. Schedules may be adjusted to provide adequate coverage.
  - b. Employees are required to check with the supervisor or Tech in Charge before going off duty.
  - c. Employees may not work longer than a 16 hour shift, must either sleep or leave. Cots are available at SGAH and WAH.
  - d. Employees may NOT request an emergency day during inclement weather in order to avoid attendance disciplinary action.

**6. RELATED DOCUMENTS**

Hazardous Weather Conditions, WAH policy #2542  
Hazardous Weather Plan, SGAH policy #34002  
Attendance Policy, Laboratory policy

**7. REFERENCES**

N/A

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L028.01		
000	3/10/2010	Updated owner	L. Barrett	L. Loffredo
001	1/31/2014	Section 5: add restriction for emergency day use during inclement weather Section 6: add Attendance Policy Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L. Barrett	L. Loffredo
2	3/28/2014	Section 5: add 16 hr shift limit	L. Barrett	L. Loffredo

**9. ADDENDA AND APPENDICES**

None