

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 4/27/2018
Due Date: 5/27/2018
Implementation: 5/9/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Inclement Weather SGAH.L22 v5 <i>This has been converted to a system SOP</i>
Description of change(s):
Header: add other sites Section 3: add manager, designee and Admin on call as contacts This revised SOP will be implemented on May 9, 2018

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

Non-Technical SOP

Title	Inclement Weather	
Prepared by	Leslie Barrett	Date: 2/23/2009
Owner	Robert SanLuis Lori Loffredo	Date: 4/18/2018

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

Review:		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE.....	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	2
6. RELATED DOCUMENTS	3
7. REFERENCES	3
8. REVISION HISTORY.....	3
9. ADDENDA AND APPENDICES.....	3

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 **are expected to report for duty as scheduled and** 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 / **manager, designee or Administrator on call** 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 **and employees are depended on to work as scheduled.**

4. DEFINITIONS

None

5. PROCEDURE

1. A Hazardous Weather Plan may be put into place in the event of snow or hazardous weather conditions by the Lab Management Team. Employees may be requested to come earlier than scheduled shift to ensure next shift staff is on site. This will also ensure enough staff remains on site to work longer shifts as assigned, i.e. 10 or 12

hour shifts during the duration of the weather event. Volunteers are always welcome, please contact your supervisor.

2. 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 SGMC and WAH. Exceptions may be made on a case by case basis.
 - d. Employees may NOT request an emergency day during inclement weather in order to avoid attendance disciplinary action. A call in during inclement weather is subject to unscheduled time off disciplinary process.

6. RELATED DOCUMENTS

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
3	4/1/2016	Section 3: add employee expectation to report as scheduled Section 5: remove instruction for hospital plan and transportation; add lab plan including discipline for absence Section 6: remove hospital policies	L. Loffredo L. Barrett	L. Loffredo
4	4/18/2018	Update owner Header: add other sites Section 3: add manager, designee and Admin on call as contacts	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

None

Form revised 3/31/00