

SPORTS MEDICINE, INC.

Policy: Business Closing

- 1) Power outage
 - a. During Business Hours
 - i. Employees will be asked to go home. They can either use Y-Time or unpaid.
 - b. Outside of Business Hours
 - i. Management will make the decision to close.
 - ii. Management will advise the staff accordingly.
- 2) Snow or Severe Weather
 - a. During Business Hours
 - i. At the discretion of managers/owners, employees will be asked to leave. They can either use Y-Time or unpaid.
 - 1. PT and PTA schedules will be consolidated for who lives closest to treat patients. Other PTs will be sent home.
 - b. Outside of Business Hours
 - i. Management will consolidate schedules or decide to close business
 - ii. Management will advise office staff accordingly.

Written: 1/1996

Approved:

Reviewed/Revised: 2/1998

8/2010

11/2015

Reviewed/Revised: 3/2019

Signature: Lisa Moore PT, OCF

Date Signed: 5/28/15

Reviewed/Revised:

Signature:

Date Signed: