

Inclement Weather Policy

On occasion, Bristol-Myers Squibb may elect to close the main facilities early in the day. When this occurs, the Child Development Center will follow the procedures.

1. Inclement Weather: If the facility closes due to inclement weather, the Center will close one hour following the facility's official closing. This one-hour window will allow parents to safely get to the Center from their work site. It will also allow the Center's staff to get home safely.
2. Non-Inclement Weather: If the main facilities close for any reason other than inclement weather, i.e., day before a holiday, the Center will close promptly at 5:00PM. This will allow parents the opportunity to complete their business tasks and pick up their children at the Center without unnecessary stress and strain. It will also provide our Centers' staff an opportunity to get an early "jump" on their holidays as well.

Delayed Opening/Company Closing

The center will remain open during severe weather whenever possible. When the decision is made to close the company's facilities prior to the beginning of the workday or delay its opening, announcements to that effect will be broadcast over local radio stations.

Employees may also call the BMS Emergency Broadcast System at 609-252-7777 to obtain current information regarding facility closings.

Below are specific procedures the center will follow in the event of inclement weather.

1. Day Before Inclement Weather is Forecasted: The Center will prepare the night before inclement weather is predicted by making its best efforts to arrange staffing so that a number of employees who live in the immediate vicinity of the Center are available to open at 7:00AM.
2. If a Decision to Close or Delay Opening of the main facility is NOT made by 5:45AM: If a decision to close/delay opening is NOT made by 5:45AM, the Director will put the Center on a one-hour delay. The Director will change the Center's voicemail message on the main

telephone line to reflect a one-hour delay, with instructions to call back for updates. Please note that in the event the main facility opens on a regular schedule, the Child Development Center will proceed with its 9AM opening.

3. If a Decision to Close or Delay Opening of the main facility IS made by 5:45AM:

*If the main facility closes, the Center will close. The Center's Director will change the Center's voicemail message on the main telephone line to reflect closing.

*If the main facility has a delayed opening, the Center will follow the same delayed opening based on an 8:00 core opening of BMS. Again, the Center's Director will change the Center's voicemail message on the main telephone line to reflect the delayed opening and to instruct employees to call back for updates. Please do not arrive at the center prior to the rescheduled opening, as we will not have appropriate levels of staffing available to provide care. (i.e. a 90 minute delay will mean that the Center opens at 9:30AM. etc.)