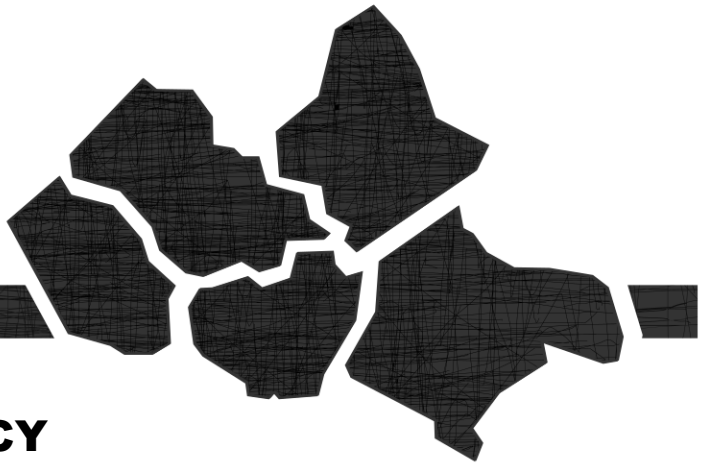
GATEWAY
AREA DEVELOPMENT DISTRICT



SENIOR CENTER CLOSURE POLICY

Policy

Gateway Area Development District (GADD) is committed to employee and participant safety during inclement weather and non-weather related emergencies; therefore, during these events, GADD-operated senior center sites may close or suspend services.

During inclement weather and non-weather-related emergencies, GADD's management team will coordinate the closing of any or all the Senior Center facilities in its five-county service region, and the cancellation of congregate meals, home delivered meal deliveries, and Senior Center transportation services on a county-by-county or regional basis.

220.330.1: Inclement Weather

- Senior Center Facilities: The Senior Center facility in each county will remain open during its regular hours of operation during an inclement weather event unless that particular county's government offices are closed or the GADD main office is closed. The Senior Center Director will be expected to report to work when the Senior Center facility is open.

- Cancellation of Meals: Congregate meals will not be served at the Senior Center in which that county's school district is closed due to inclement weather. GADD's Executive Director will determine if home delivered meal deliveries scheduled for that day in that county shall be suspended.
    - Cancellations will be re-evaluated and announced each day during a prolonged inclement weather event.
    - Home Delivered Meal deliveries impacted by a cancellation will be rescheduled.

  All other GADD counties, in which that particular county's school district is open, will continue to serve congregate meals at the Senior Center facility, deliver home delivered meals, and provide transportation services unless:
    - School districts are closed in at least three (3) of GADD's five (5) counties.
    - If school districts are closed in at least three (3) of GADD's five (5) counties, there will be no meals prepared and transportation services will cease. GADD's Executive Director will determine if home delivered meal deliveries scheduled for that day shall also be suspended.

- Transportation: Senior Center transportation services will not be provided in a particular county in which that county's school district is closed due to inclement weather.
    - The suspension of the transportation services will be re-evaluated and announced each day during a prolonged inclement weather event.

- If Schools are Already Closed: If the county school district is already closed (e.g., during holiday breaks), when inclement weather occurs, GADD's management team will coordinate the cancellation of congregate meals, home delivered meal deliveries, and Senior Center transportation services on a county-by-county or regional basis. Only GADD's Executive Director shall have the authority to suspend the services.

220.330.2: Non-Weather Related Cancellation

- In the event that a particular county school district is closed due to reasons other than inclement weather (such as, but not limited to, storm damage, power outages, boil water advisory, illness), GADD's management team will coordinate the cancellation of congregate meals in GADD-operated Senior Center facilities, home delivered meal delivery, and Senior Center transportation services on a county-by-county or regional basis.

- GADD's Executive Director shall have the authority to suspend congregate, home delivered meals, and transportation services on a county-by-county or regional basis, due to the emergency.

- The suspension will be re-evaluated and announced each day in the event of a prolonged emergency.

- Home Delivered Meal deliveries impacted by the suspension(s) will be rescheduled.

- If GADD's Executive Director closes at least three (3) of GADD's five (5) counties, there will be no meals prepared or delivered to any of GADD's counties that day, and transportation services will cease.

- The Senior Center facility in each county will remain open during its regular hours of operation during a non-weather related emergency unless GADD's Executive Director has determined it should be closed. The Senior Center Director will be expected to report to work when the Senior Center facility is open unless notified otherwise by GADD's Executive Director.

220.330.3: Procedure

- Notifying GADD's Regional Kitchen Manager: A member of GADD's management team will promptly notify the Regional Kitchen Manager of any case where a particular county or counties meal service is being suspended for the day.

- Notifying Senior Center Directors: By 8:00 AM, the Regional Kitchen Manager shall notify all Senior Center Directors impacted by a school district closing that congregate meals will not be served and transportation services will cease for the day in their particular county. If home delivered meals are suspended, the Regional Kitchen Manager shall also notify the impacted Senior Center Director(s).
    - In the event that a county school district is closed due to a non-weather related emergency, and GADD's Executive Director has suspended meals and transportation services, GADD's Regional Kitchen Manager will notify all impacted Senior Center Directors that congregate meals will not be served, home delivered meals will not be delivered, and transportation services are suspended for the day in their particular county.

- Notifying Bus/Van Drivers: If no meals are served in any of the GADD Senior Centers *(i.e., at least three (3) of the five (5) counties school districts are closed, or if GADD's Executive Director has suspended meal and transportation services for the day due to a non-weather related emergency)*, GADD's Regional Kitchen Manager shall contact the Bus/Van Driver(s) to notify them that congregate meals will not be served, home

delivered meals will not be delivered, and transportation services are suspended for the day in the particular county/counties.

- The Bus/Van Driver(s) will not report to work when meals are not prepared for their county.
- The Bus/Van Driver(s) will not report to work when meals are not prepared for any of the five counties.
- In the event of prolonged inclement weather or non-weather related emergency impacting congregate, home delivered meal deliveries, and transportation services, Bus/Van Drivers may be asked to work up to 18 hours a week performing various other tasks, including, but not limited to, Senior Center cleaning and vehicle maintenance/inspection. This will be at the discretion of GADD's Executive Director, with input from GADD's management team.

- Notifying Cooks: If no meals are served in any of the GADD Senior Centers *(i.e., at least three (3) of the five (5) counties school districts are closed or if GADD's Executive Director has suspended meal and transportation services for the day due to a non-weather related emergency)*, GADD's Regional Kitchen Manager shall contact the Cook(s) and notify them accordingly.
  - The Cook(s) will not report to work on days when meals are not prepared for any of the five counties.
  - In the event of prolonged inclement weather or non-weather related emergency impacting congregate and home delivered meal deliveries, the Cook(s) may be asked to work up to 18 hours a week performing various other tasks, including but not limited to, frozen meal preparation, kitchen cleaning, and Senior Center cleaning. This will be at the discretion of GADD's Executive Director, with input from GADD's management team.

- Senior Center Operations: Senior Center Directors shall:
  - Contact congregate participants in the event congregate meals are not being served due to inclement weather or a non-weather related emergency.
  - Contact impacted home delivered meal participants in the event the home delivered meal deliveries are suspended due to inclement weather or a non-weather related emergency.
  - Contact home delivered meal participants within 48 hours to conduct a welfare check in the event of a State of Emergency.
  - Remind their participants on a continual basis that if the school district is closed in their county due to inclement weather, or if GADD's Executive Director suspends the meal and transportation services due to a non-weather related emergency, congregate, home delivered meal deliveries, and transportation services will cease until the inclement weather or non-weather related emergency has ended.
  - Post this policy in a conspicuous location and keep the participants informed on this matter.
  - Provide a copy of this policy to congregate and home delivered meal participants annually, or when updates to the policy occur.

Adopted: 09/28/2020
Amended: 10/29/2024