



8503 Hilltop Drive, Ooltewah, TN
423.238.4171

To: Ooltewah Employees
From: Human Resources
Re: Inclement Weather Plan for Friday
Date: January 9, 2025

Hello Team,

We wanted to keep everyone informed about our current plan moving into Friday morning.

- Miller Industries start time will be **delayed until 8am on Friday**, January 10, while leadership continues to monitor weather conditions.
- This delay does not apply to Maintenance employees. Please coordinate separately with Chris McGill on scheduling.
- **By 6am on Friday**, HR will send out messaging via AtHoc and the Hook informing employees if we will only be delayed or if we are cancelling for the day.
- We will continue to keep you informed regarding plans for Saturday.

This approach should help avoid any unnecessary commutes and give leadership time to decide based on the most recent, accurate forecasting information possible.

Be sure to check for the 6a.m. Friday morning update on AtHoc or The Hook, before you set out on your morning commute.

Your safety is very important to us. If you have any questions or concerns, please reach out to your supervisor or a member of the HR team.