



Arvada Center for the Arts and Humanities

The Arvada Center anticipates having staff working in-person by June 2021 and has procedures in place for remote work.

STATEMENT ON ORGANIZATIONAL SAFETY MEASURES:

Since gradually reopening our facility in July, health and safety has been the primary concern for our operations. In order to keep our visitors, staff, and community safe and healthy, the Arvada Center requires all visitors to wear a mask or face covering. This includes visitors to our indoor and outdoor spaces, classrooms and galleries. We also ask that all visitors perform a temperature check using a hands-free kiosk before they enter.

Staff are required to enter through the employee kitchen, where there is a separate hands-free temperature check kiosk and all employees working in the building must submit a signed symptom disclosure form. This symptom checklist is also available on our internal HR website so staff can check in online beforehand. Disposable surgical masks and gloves are available free of charge, and hand sanitizer stations are located throughout the building.

As the administration monitors case numbers, we have implemented flexible work-from-home policies, which also allow employees to work onsite at the Center with permission from their supervisor. For the ones that are working at the Center, we have added Plexiglas partitions for those in the Box Office, and are currently reconfiguring our workspaces so that everyone has more space. We are strictly following all guidelines provided by the Colorado Center for Disease Control and Prevention and Jefferson County Public Health Departments.

We are currently working with employees to plan on who will be working from home and who will flex their time when we begin to have more employees work at the Center. We are also in the process of reconfiguring our workspaces and moving the Communications team downstairs to a new space so that everyone has more room.

REMOTE WORK REQUIREMENTS

We do require that the interns participate in video conference meetings, which does require an internet connection. They cannot use a shared device (like at a library), but may use public Wi-Fi through their own phone or computer.