



Lighthouse Writers Workshop

Lighthouse Writers Workshop would like to have some staff working in-person by June 2021 but has procedures in place for remote work if that is not possible or safe.

STATEMENT ON ORGANIZATIONAL SAFETY MEASURES:

Our offices are currently closed to the public and will most likely remain so through next August. We do have two evening programs being run by Children's Hospital and University of Colorado Hospital on Tuesdays and Thursdays, but they follow very strict health measures that have informed our own. In addition, our staff can currently choose to work from home or come to the office, which would also apply to any DITA interns we might have. This policy will also most likely be in effect through next August as well. If a DITA intern were to choose to come to our office, the attached COVID Staff Policy would apply.

REMOTE WORK REQUIREMENTS

An intern would need to have a computer they can work from and decent enough WiFi to attend Zoom meetings.

COVID-19 Guest Policy

Updated January 15, 2021

Due to COVID-19, Lighthouse Writers Workshop will not be open to the public until further notice with the exception of a few programs. Here are the protocols visitors must follow while at our location:

Are you well?

If you feel ill or have a temperature, please stay home and reschedule your visit.

Masks

All visitors must wear a mask that covers the nose and mouth at all times with the exception of drinking water (see Hydration section). If you don't have a mask, we have masks available. Children over the age of three should wear masks, too. Visitors who cannot medically tolerate correctly wearing a mask will be asked to return to Lighthouse when the face covering order is lifted.

6 Feet Apart

Please maintain a 6-foot distance from visitors not in your party.

Clean Hands

Wash your hands frequently. Hand sanitizing stations can be found on every floor.

Capacity

Be aware that capacity limits apply to all classrooms. Capacity limits will be posted outside of each room, and you may have to wait outside of a room for a short period of time.

Entrance/Exit

Visitors will enter through the front door and exit through the back door. Signs will be posted to guide visitors in the right direction.

Hydration

Due to health and safety guidelines, water refill stations are not operational at this time. Visitors can bring a sealable water bottle and drink only when they are 6 feet away from other visitors. Recyclable water bottles are available upon request.

COVID-19 Staff Policy

Updated January 15, 2021

Due to COVID-19, everyone on staff has the option to work from home or work in the office. If working at the office, here are the protocols staff must follow while at our location:

Are you well?

If you feel ill or have a temperature, please stay home.

Masks

All staff must wear a mask that covers the nose and mouth at all times. If you don't have a mask, we have masks available. If you cannot medically tolerate correctly wearing a mask, please work from home until the face covering order is lifted. Exceptions to wearing a mask:

- You're the only person in a room.
 - If you're working at a table that is not your desk, please wipe down the table when you're done. Wipes are available on every floor.
- You're in a room only with other household members.
 - If you're working at a table that is not your desk, please wipe down the table when you're done. Wipes are available on every floor.
- You're drinking water, in which case, please refer to rules under the Hydration section.

Masks are mandatory in the kitchen and hallways, even if you're by yourself.

6 Feet Apart

Please maintain a 6-foot distance from visitors and other staff members.

Clean Hands

Wash your hands frequently. Hand sanitizing stations can be found on every floor.

Capacity

Be aware that there are capacity limits in all rooms. Capacity limits will be posted outside of each room, and you may have to wait outside of a room for a short period of time before entering.

Hydration

Due to health and safety guidelines, water refill stations are not operational at this time. Staff can bring a sealable water bottle and drink when they are 6 feet away from people who are not household members. Recyclable water bottles are available upon request.