



# Guidelines for Museum Interns

## COVID Guidelines

All interns MUST be vaccinated against COVID. Masking is optional.

## Arrival

Plan to arrive five minutes before your scheduled time and check in at the Volunteer Station located at the base of the stairs leading to the upstairs office. When checking in:

- Place your personal belongings, including cell phones, in the cubbies.
- Take a parking validation ticket (if you drove).
- Enter the date and shift hours on your time sheet in the notebook.
- Put on your nametag and apron.
- Read the weekly announcements.

**If you cannot come for your scheduled shift:** Let us know as far in advance as possible. Email schedule changes to [anna@vadm.org](mailto:anna@vadm.org). If you need to call out the day of your shift, call the Museum at (434) 977-1025 and press "0" to reach our general line. For the Museum's full Sickness Policy, please reference the intern manual you received at orientation.

## Appropriate Clothing

- **Comfortable & Practical:** You may be sitting on the floor with children and/or working with craft projects.
- **Neat & Clean:** No holes, revealing clothing, or suggestive language.