Dear Friends,

First and foremost, from the Arts and Education Council family to yours, we hope you are healthy and well. We are thinking of you and understand how difficult this time has been for you. We are here to work with you as we navigate a phased-in reopening of the Centene Center for the Arts that is safe and accommodating for all.

The Arts and Education Council continues to monitor the  COVID-19 pandemic, paying close attention to its impact on our work, staff, and organizational activities. Like many of you, the majority of A&E’s staff has been working remotely. A&E has maintained staff presence each day to take care of any building issues, gather mail and collect and deliver packages. A few tenants have been working from their offices. Overall, the Centene Center for the Arts is a building where it is easy to social distance.

Currently the City of St. Louis is adhering to modified reopening of May 18. You can read the directive here: <https://www.stlouis-mo.gov/government/departments/mayor/news/city-of-st-louis-to-begin-gradually-reopening-on-may-18.cfm>

**The Centene Center for the Arts has remained open for those tenants who want access to their offices and we’ve relied on our tenants to practice good hygiene within their individual environments.**

***Signs posted at entrances***

Do not enter the Centene Center for the Arts if you or someone you have contact with has been exposed to, is currently quarantined or is suspected of exposure to COVID-19 or exhibiting any of these symptoms:

* Cough
* Shortness of breath or difficulty breathing
* Fever
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* Loss of taste or smell

The Arts and Education Council is complying with federal, state and local safety guidelines by requiring all employees and visitors to practice social distancing and hand sanitation.

**Face masks are required.**  If you do not have a face mask, you will not be allowed to enter the building.

You are requested to cover coughs and sneezes properly.

Thanks for your cooperation and assistance in maintaining a safe environment for everyone.

-------------------------------------------------------------------------------------------------------------------------

Beginning Monday, May 18, A&E will comply with the “Phase I Reopening Standards and Guidance Established by Order No. 8 of the Director – City of St. Louis, Department of Health” issued May 8, 2020. All tenants must comply with the following guidelines to work in your offices and public spaces in the Centene Center for the Arts, including:

***Social Distancing:***

*Maintain six feet of distance between employees and consumers.*

* + *Consider installing physical barriers between customers and employees.*
  + *Consider using tape or other means to increase compliance with social distancing recommendations*
  + *Educate employees on all procedures related to social distancing requirements*
  + *Post signage regarding face coverings, hygiene, and social distancing for employees and customers*
  + *Consider providing separate operating hours for vulnerable populations and high-risk individuals to allow for maximum social distancing*
  + *Consider other techniques to increase social distancing such as staggered shifts, etc.*
  + *Encourage telework where feasible*
  + *Retail establishments must comply with the State of Missouri’s order regarding capacity restrictions*

***Personal Protective Equipment – Facemasks; Gloves***

* *Provide face masks, or supplies to make face masks, to all employees and volunteers working in the business*
* *Require employees or volunteers to wear face masks at work, unless employee or volunteer is working alone in an enclosed area or is working outside and maintaining social distancing*
* *Gloves must be worn where appropriate*

***Handwashing***

* + *Provide breaks for employees for hand washing or sanitizing opportunities throughout the day*
  + *Make hand sanitizer available at building openings for the public*

***Disinfection***

* + *Perform proper cleaning per CDC guidelines*
  + *Provide material and education regarding proper cleaning procedures*
  + *Require employees to routinely disinfect all high touch surfaces including areas frequently touched by customers or employees*

***Employee Screening***

* + *Establish daily protocols to evaluate employee health*
  + *Allow employees to quarantine*
  + *See Exhibit A for a sample Screening Form - ATTACHED*

**A few facility guidelines have been put into place.  These are meant to comply with federal, state, and local regulations.**

* You will see signs posted at entrances that are required by City of St. Louis  guidance.  Read them and follow the direction provided.
* Wearing a face mask in the building is required by the City’s guidance.  Employers are required to provide an employee with a face mask. If you have a personal face mask, feel free to use it.
* Do not enter another tenant’s office.
* No gatherings of more than 10 people unless you can maintain social distancing.
* Our facility is cleaned three days a week including all common touch areas. Tenants are responsible for cleaning their offices .
* Deliveries will be made at the front door.  Vendors will not be allowed to move freely into our building and are expected to wear a face mask when in the office.  This includes vendors you invite into the Centene Center for the Arts.
* Until further notice no pets are allowed into the building.
* Until further notice no children under the age of 18 are allowed into the building.

**A few Human Resources Guidelines are also in place to comply with federal, state, and local regulations.**

* Continue with social distancing:  Workstations  are to be separate by at least 6 feet in almost all areas and/or provide physical separation via partition walls and windows.
* Frequent hand washing with soap and water or alcohol-based hand sanitizer is required.
* If you are sick, stay home, connect with a physician, and do not return until your symptom free and the physician has cleared you to return. We will require a written clearance by a physician for you or a family member.
* A positive COVID-19 test result must be reported to Cynthia Prost. Do not come in – telephone me at 314-289-4001.
* If you have been in direct contact with someone who has tested positive for COVID-19, report this to Cynthia Prost.
* “Daily protocols to evaluate employee health” as required by City guidance will be established. You are required to comply with these protocols. A sample form is attached.