



Missouri ArtSafe Reopening Safety Plan
STAGES Administrative Office, Box Office, and Production Office

STAGES St. Louis is dedicated to the safety of all staff, students, artists, patrons, and the surrounding St. Louis community as our world continues to adjust to the current COVID-19 climate. With this in mind, the following safety guidelines and regulations are in affect for the STAGES offices at both the Kent Center for Theatre Arts and Production Shops.

The following guidelines apply to all year-round staff, consultants, and visitors to STAGES facilities at the Kent Center for Theatre Arts or Production Shops.

Facial Coverings

- Face masks are required upon entry for all individuals.
- Free non-medical disposable masks will be available for anyone who arrives without a face covering.
- Face masks are not required when alone in either private offices or cubicles.
- Face masks must be worn in all public areas of the office including hallways, restrooms, kitchen, meeting spaces, or when visiting another staff member in their office or cubicle.

Social Distancing

- Practice social distancing at all times. Individuals are required to keep a minimum of six feet in distance between all individuals.
- All in person meetings consisting of more than two individuals must take place in one of the following locations while practicing social distancing:
 - Student Lounge
 - Goldstein Performance Hall
 - Kent Center Conference Room
 - Shops Community Room
- Social distancing markers will be placed in select locations throughout facilities.
- All pickups and deliveries will be outdoor and contactless following posted procedures.

Health Screening

- All individuals feeling unwell will be required to remain at home until symptoms have dissipated.
- All individuals showing symptoms of COVID-19, or those who have been exposed, are required to quarantine for 14 days, or until they receive a negative COVID-19 test result.
- Upon entry all individuals must:
 - Self-temperature check using digital read thermometer
 - Sign-in and fill out health questionnaire

Contact Tracing

- Notify state and local health departments if an individual tests positive for COVID-19.
- Cooperate with contact tracing efforts, including notification of potential contacts, while maintaining required confidentiality.

Contactless Experience

- All current transactions are contactless and completed online, by phone, or through the mail. Additionally, the Box Office is closed to in person visits.
- Plexiglas dividers and social distancing markers have been placed in all patron facing areas.
- All interior doors are kept open.

Reduced Capacity

- All facilities are operating at less than 25% capacity.

Enhanced Sanitation & Hygiene

- Hand hygiene stations have been placed in all high traffic areas of facilities.
- Office and cubicle sanitization stations have been placed in all high traffic areas of facilities.
- Signage reminding individuals to adhere to proper hygiene protocols have been placed throughout facilities.
- Regular cleaning and disinfection, especially in high traffic areas and on high touch surfaces, is provided through a third party custodial service. Additionally, staff members conduct cleaning and disinfection of high touch surfaces throughout the workday.
- Should an individual test positive for COVID-19, appropriate cleaning and disinfection will be provided through a third party custodial service.

Training

- All individuals are required to view the nine-minute Missouri ArtSafe Training video (accessible [here](#)).