

# Missouri Arts Council COVID-19 plan

May 12, 2021

The Missouri Arts Council staff work is remote by nature: we serve the state using online tools, email, and phone. Currently, no staff travel is being scheduled. This plan will be reviewed regularly.

## Facial coverings

Staff will wear a mask (over nose and mouth, under chin) while we are in the office outside of our workstation. Masks will be provided for those who do not bring one.

## Social distancing

Small group face to face meetings will take place socially distanced in the conference room. Extended meetings will take place on Zoom. Mail will be delivered to the building front desk. The front door will remain locked with the doorbell available for deliveries only. We will encourage applicants to meet with staff by phone or online.

## Health check

Staff are asked not to come to work when they exhibit the following symptoms: fever, cough, shortness of breath, or [other symptoms](#) of COVID-19 or if you have been exposed to someone with COVID-19. A contactless thermometer is available if symptoms develop. Follow [CDC guidance](#) if symptoms develop.

## Contactless experience

Our work is primarily contactless by design, using phone, email, and an online grant system.

## Full capacity

We will work at full capacity with staff fully vaccinated.

## Enhanced sanitation

Staff will wash their hands with soap and warm water frequently. Hand sanitizers are provided to all staff as well.

Cleaning supplies (disinfectant wipes and cleaners) are supplied to staff for their own work area. Staff will wipe down any public area they use.

We will collectively maintain a scheduled cleaning protocol for public areas within our office including work room, conference room, front desk, and kitchen. Individual workstations are the responsibility of the user.

## Training in COVID-19 safe practices

All staff will view the COVID-19 training video.