

HEALTH COMMISSIONER'S ORDER NO. 13

This Order No. 13 amends and supplements previous Health Commissioner's Orders 8, and 9 and rescinds Order No. 10 and 12. **This Order No. 13 shall become effective at 12:00 a.m. on August 13, 2020 and will continue to be in effect until September 7, 2020**, unless it is extended, rescinded, superseded, or amended in writing by me.

My intent is to ensure that the maximum number of people and businesses take prudent precautions to reduce the exposure to, and slow the spread of, COVID-19. All provisions of this Order shall be interpreted to effectuate this intent.

Whereas, a resurgence of COVID cases is recurring, there is sustained increase in percent positivity in the City of St. Louis and the St. Louis Metropolitan Area, and the seven-day moving average of COVID hospital admissions in the region have increased from less than 20 to over 40;

Further, over the last month, individuals in their 20's and 30's represent over 50% of the new positive cases;

These trends having been realized, this Order No. 13 is being adopted in order to revise guidance and standards pertaining to the mitigation of COVID-19.

1. Bars, restaurants and nightclubs shall limit their capacity to **50% of their permitted occupancy or less and shall close by 11:00 p.m.** As used herein, the terms "bars", "restaurants" and "nightclubs" refer to establishments which serve or permit alcoholic beverages to be served for consumption by guests on the premises, including but not limited to, establishments commonly referred to as restaurants, event spaces, taverns, nightclubs, cocktail lounges, and cabarets.
2. Large venues shall reduce their capacity to **50% or less of their permitted occupancy** and shall continue to comply with the Guidance and Protocols for Cultural Institutions/Destinations & Attractions/Large Venues attached to Order No 9 as Exhibit I.
3. All businesses shall encourage employees and volunteers to quarantine or isolate if they have or are believed to have COVID-19 or if they have come into contact with individual(s) with COVID-19. All businesses shall encourage employees and volunteers who have been tested for COVID-19 to self-quarantine until they receive their test results. As used herein, the term "quarantine" refers to the separation and restriction of movement for 14 days of persons who have been exposed to COVID-19 to see if they become sick. Individuals must comply with CDC's quarantine guidelines. As used herein, the term "isolation" refers to the restriction of movement and

separation of people who test positive for COVID-19 from the general population until they meet CDC's criteria for ending isolation.

4. Any business that closed as a result of an enforcement action or to protect the public's health may conduct activities necessary to perform the following activities: maintain the value of a business's inventory, provide security, process payroll or employee benefits, or to facilitate employees of the business being able to continue to work remotely provided that such activities do not further endanger the public's health.

Other provisions set forth in the City of St. Louis Health Commissioner's Orders 8, 9, and 11, including all attachments, remain in effect.

BY THE AUTHORITY VESTED IN ME BY ARTICLE XIII, SECTION 14-C (C) OF THE CHARTER OF THE CITY OF ST. LOUIS AND BY 19 CSR 20-20.050 (C) OF THE CODE OF STATE REGULATIONS, AND AFTER THE ABOVE-REFERENCED CRITERIA HAVE BEEN MET, I HEREBY ISSUE THE ORDER ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE WITH RESPECT TO THE GRADUAL REOPENING OF THE CITY.

SO ORDERED:

Date: August 12, 2020



Fredrick Echols, M.D.
Acting Director of Health & Hospitals/Health Commissioner

STL Regional Business Recovery Initiative

Re-Opening Plan for The Wedding Workshop, LLC – PHASE 1

6210 Columbia Avenue, St. Louis, MO 63139

Owners: Angie Williams, CEO | Co-Founder; Missy Asikainen, Creative Director | Co-Founder

314.582.6622 (office)

Attention: City of St. Louis Department of Health Director Dr. Frederick Echols

The Wedding Workshop, LLC is a wedding planning hub and small event space. We host client consultations, wedding planning workshops, wedding elopements, and private parties.

Maximum occupancy of our space (normally 50 people) will be reduced to 25% of maximum capacity, which is 12 guests. The capacity restriction and all other guidelines will be communicated in writing/verbally to persons responsible for booking an event, attending a workshop, normal business meeting or client consultation.

The Wedding Workshop, LLC is committed to the safety of our staff members, clients and guests. This plan outlines the guidelines and procedures put in place to minimize contamination in our space to the best extent possible and this is our re-open plan according to the Health Commissioner **Order #9 GUIDANCE AND PROTOCOLS FOR VENUE RE-OPENING OPERATIONS:**

A. Venue Responsibility to Staff

- All staff (two employees total) and any contractors will be provided proper protective equipment including fabric or disposable facial covering and gloves (with instruction for proper use to avoid cross contamination).
- Appropriate EPA-registered chemical disinfectant cleaning supplies will be provided as necessary to all staff members.
- Staff will use EPA-registered disinfectants for all routine cleaning.
- Disinfectant wipes will be available to staff and they will be instructed on how to wipe down countertops, keypads, handles, pens, and other shared surfaces.
- All staff will be trained to:
 - Put on, wear, and remove face coverings appropriately
 - Put on and remove disposable gloves safely

- Use disinfectants according to manufacturer directions
 - Disinfect all high-touch surfaces, including door handles, toilet and faucet handles, light switches, remote controls, keyboards (we do not have ice/vending machines or elevators)
 - Practice safe physical distancing from each other
 - Practice proper hygiene
 - Practice safe guest interactions to ensure everyone's safety
 - Signage for "Stop the Spread of Germs" will be posted throughout the space
- Our venue will be a safe environment for staff to work in that includes distancing of work areas, distance from guest interactions.
 - Employees will work from home when possible and not necessary to be at the space.
 - Two workstations for staff will resume six feet apart.
 - Staff will remain six feet apart from any clients, vendors and guests who may enter.
 - We currently don't have employees at higher risk for severe illness, but if that changes we will put them in less public-facing exposure areas or work from home.
 - Employees will be encouraged to stay at home if sick.
 - The two employees will stagger their work hours as much as possible to create an "A" team and "B" team so that events can still be handled should one person become sick.

B. Staff Arrival and Departure

- Upon arrival at work, employees (the two co-founders) will be masked and conduct health checks on themselves/each other through temperature monitoring via a touchless thermometer provided by The Wedding Workshop. Employees will not be allowed to come to work if they have a temperature of 100.4° F, exhibit cough, shortness of breath, fever chills, muscle ache, sore throat, new loss of taste or smell or if they have had close contact with a person diagnosed with COVID-19 in the past 14 days.
- If an employee is diagnosed with COVID-19, we will work with a health agency to ensure all employees/clients/guests who can be identified as having had close contact while the employee was infectious is contacted.
- We will maintain a "sign in sheet" that collects every guest's name, phone number, email address and date of event attended in our space. For guests who attend an event on behalf of a client who books our space we will ask that they collect that information from each attendee and send it to us in an electronic document to keep on file.

- We will close off any areas recently used by an employee or guest who has tested positive or suspected positive for COVID-19 and will not reuse the space until it has been cleaned and disinfected (by a person using masks, gloves, disposable or laundered gown). We will wait an additional 24 hours before reopening.
- Staff will be required to wash hands when arriving and before leaving using warm water (at least 100°F) and soap for at least 20 seconds. Handwashing will be repeated after any of the following activities: using restrooms, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, eating or drinking. When hand washing is not possible, alcohol-based hand sanitizer containing at least 70% alcohol may also be used and will be readily available throughout our entire space at all times.
- Employees will keep all personal items, including cell phones and laptops in our designated office area. Personal outerwear will also be kept in a separate closet away from guest access.
- Reusable bottles/cups will stay in the designated office area or single use cups will be used instead.
- Any used gloves will be disposed of in designated trash cans.

C. Guest Experience

- A face covering (fabric or disposable) must always be worn by guests and staff, except when consuming food and beverage items. A face covering will be provided to guests by The Wedding Workshop if they do not have one of their own.
- Signage will be placed at the entrance and throughout the area asking guests to wear face coverings while not eating, practice physical distancing and wash their hands with soap and water frequency. *signage will be from the CDC's "Stop the Spread of Germs" poster.
- Both co-owners will serve as Safety Officers to assist in pre-planning any meetings or events to ensure standards are established, monitored and enforced according to the safety protocols.
 - We will issue a waiver of liability form for each guest entering our space
- The Wedding Workshop will maintain a log of guests to assist public health officials with contact tracing if necessary. The names/contact information will be requested via sign-in sheet or asked of the hosts of an event to collect and submit to us to keep on file.

- We will prop open all possible interior doors and will provide hand sanitizer near any door that must be opened by hand.
- Staff will not open the doors of vehicles containing arriving guests.
- Upon arrival, we will ask guests 1) have you been tested for COVID-19 2) are you awaiting results of a COVID-19 test 3) do you have any symptoms of respiratory illness such as presence of cough, shortness of breath, fever, chills, muscle ache, sore throat, new loss of taste or smell and if they have had close contact with a person diagnosed with COVID-19 in the past 14 days.
- On arrival, guests will be advised about the venue's practices for their safety and will be included on our website and any applicable agreements to be signed prior to a booked event.
- Furniture throughout the space will be strategically arranged to provide appropriate distancing of 6 feet to assist guests in maintaining physical distance if they are not within the same household
- Our venue does not have security screenings, ticket sale booths, VIP areas, back of house access, elevators, escalators, or concession stands.
- We will also elect to have as many Zoom meetings as possible from home and not go into the space as often as we used to.

D. Special Events & Meetings

- Face coverings (fabric or disposable) will always be worn by employees and guests, except when consuming food and beverage items.
- We will reduce our capacity to 25% of our permitted occupancy, which is 12 guests. We will include this capacity number in any reservations, registrations and workshops to ensure the 25% capacity standard is not exceeded. Physical distancing of 6 feet between unrelated parties will be maintained.
- We will also elect to have as many Zoom meetings as possible from home and not go into the space as often as we used to.
- Any round tables will be spaced 6 feet apart between unrelated guests and will limit the number of chairs at each round table and/or we will set up U-shape configuration to ensure the 6 foot space happens between unrelated guests.
- Pens and notepads will not be placed on tables or shared from person to person.

- Hand sanitizer will be dispersed throughout the entire space for all guests to access.
- Water cooler will be removed and replaced with single use beverage bottles/cans. Coffee and complimentary beverage will not be accessed by guests but served by an employee who has sanitized hands, wears mask/gloves and uses a disposable cup/single use bottle or can and individually wrapped stirrers, creamer, and sugar.
- All linens will be replaced after each use and washed using the warmest appropriate water setting with disinfectant added to laundry (gloves will be worn when handling dirty linens) or linens will be cleaned by a professional dry cleaning establishment.
- All guests will be prohibited from bringing in their own food for any event. An approved caterer with a detailed safety plan must be selected.
- Flatware will be provided as a roll up by a professional décor rental business or disposables will be used.

E. Attractions

- We do not host any attractions at our venue.

F. Facility Operations

- We will change our air filter replacement monthly.
- We do not have any water systems or features.
- We do not have any water fountains.

G. Housekeeping and Disinfecting

- All hard and high touch surfaces will be fully cleaned and disinfected with EPA-approved cleaners, at least twice a day in all frequently used areas but if an event is booked at our space, areas such as door handles, knobs, bathroom, sinks etc. will be cleaned every hour when guests are present.
- Restrooms will be cleaned and disinfected regularly with EPA-approved cleaners, and be stocked with hand soap and paper towels, hand sanitizer with at least 70% alcohol and a no-touch trash can.

H. Food and Beverage Outlets and Kitchen Practices

- The Wedding Workshop, LLC will not prepare or personally serve any food items to guests. If a guest desires food at their private event, we will only allow professional catering companies to serve food and drinks to our guests. We will only work with caterers who comply with all safety and health guidelines and can show proof of approval from the Health Department of the City of St. Louis. Food will be already prepared and delivered in pre-portioned containers.
- Only employees will be allowed to use our microwave and small refrigerator for personal meals. Handwashing and cleaning will be required before and after each employee eats their personal meal.
- We are not a restaurant, do not have menus and do not have a kitchen staff.
- If our one outdoor patio table is being used, we will require social distancing of 6 feet from any unrelated guests.
- We will not allow self-serve options, such as food buffets, salad bars and open drink stations. Guests will be served food/drink by a professional hired caterer that is individually packaged or served only by the masked/gloved catering staff. Or guests will drink from single served bottled or canned beverages.

I. Cleaning and Sanitizing

- We only have two employees and do not have a prep kitchen/kitchen staff, but we will maintain 6 feet of separation in shared spaces and will wash our hands frequently as stated above with soap and water.
- If any China, glass or silverware is used, it will be rented by a professional décor/rental company that provides all items and removes all items after each event and cleans them offsite at their facility. Gloves will be worn to remove any dishes from guests to be collected and removed from our space after their event.
- Any furniture used by a guest will be wiped down after each event. If chairs/tables/decorative centerpieces are rented from a professional décor/rental company they will be removed promptly from our venue and taken offsite to be cleaned. Or disposable dishware/napkins will be used.

J. Protective Equipment

- We do not have kitchen/serving staff but employees will change their face covering if it becomes wet or soiled and will wash/sanitize hands after changing masks and before putting on a new pair of gloves when needed.

K. Payment Procedures

- All forms of payments are accepted in advance of services rendered and collected via online or check by mail. We do not encounter cash transactions. If a personal check is written onsite, the employee will wash their hands after accepting the personal check. We will ask guests to use their own pen, but if not available, we will wipe down the pen we provide with a sanitary wipe after use.
- We do not have delivery vehicles.