Phase I Reopening Plan for T-REX

This document serves to inform T-REX members and guests of the official reopening policies for any activities taking place at 911 Washington Ave, St. Louis MO 63101. These policies were determined by T-REX leadership, built upon the Phase I Reopening Standards and Guidance Established by Order No. 8 of the Director – City of St. Louis, Dept. of Health (effective May 18th 2020). T-REX Coworking/5th Floor is set to reopen June 1st 2020. Further phases and modification of these policies will be determined moving forward, at which time T-REX constituency will be notified in a similar manner.

T-REX Facility Measures

| Building Access | • T-REX Coworking and 5th Floor access will be limited to Mon-Fri, 7:30am-5pm  
| | • Incubator office members will still have 24/7 access to their private spaces  
| | • Washington Avenue and Lucas Avenue entrances will remain closed to minimize open entrances. Only 10th Street entrance should be used  
| | • A Hand sanitizer station will be set up at the 10th Street entrance  
| | • Signage, along with T-REX Staff and/or T-REX Security will be stationed at the entrance to inform all building users of policies |
| Face Masks | • Beginning May 18th, face masks are required to be worn by all facility users in any public and common areas  
| | o This includes the lobby, hallways, elevators, restrooms, mailroom, coworking and any shared meeting or gathering space  
| | o *Please note, according to City of St. Louis Reopening Standards: employers are required to provide masks for their employees |
| Elevators | • To adhere to physical distancing, only (2) people in an elevator at a time, on opposite sides of the elevator while wearing masks |
| Cleaning | • In addition to current janitorial duties, a disinfecting specialist has been added to the janitorial team to disinfect common areas and high-touch surfaces throughout the day, including but not limited to entry doors, elevators, elevator lobbies/buttons, the guard station, bathrooms, coworking spaces, meeting rooms, and common door handles  
| | • Multiple hand sanitizer stations are being installed throughout the facility  
| | • Limited cleaning supplies will be provided for use in public and common areas |
| Restrooms | • Main restroom doors will remain propped open to allow hands-free entry/exit  
| | • Restroom signage and floor decals will be added to encourage distancing  
| | • Middle sinks will be blocked off to encourage distancing |
| Doors | • Wherever possible, common doors will be propped open to allow hands-free egress. All doors that are propped open must remain open |
| Coworking Space | • Seating and other furniture has been removed to create distance between workspaces |
- Please do not move the furniture
- The Morgan Stanley Event Space will serve as overflow coworking space
- Phone booths will remain closed for Phase I
  - Signage will indicate any other closed spaces

### Meeting Rooms
- All meeting rooms will need to be reserved and confirmed in advance by emailing Anna Muckerman, Event Coordinator (anna@downtowntrex.org) to guarantee that rooms can be properly sanitized before and after meetings
- Incutrack will not be available for room reservations
- Meeting room capacity and access will be limited to facilitate physical distancing:
  - **Coworking University Rooms** – available on request for small meetings or private work. Capacity will be limited depending on room size. Signage will be placed on each room to indicate the maximum capacity
  - **Sharptooth Boardroom** - available on request for small meetings. Capacity is limited to 8 people
  - **4th Floor Classroom (South)** - available on request for small meetings. Capacity is limited to 10 people
  - **Purina Boardroom** - closed for Phase I
  - **Holekamp Classroom** – closed for Phase I
  - **6th, 7th, & 8th Floor Shared Meeting Rooms** - closed for Phase I
- Meeting room doors are suggested to remain open wherever practical
- No meetings anywhere in the building can have more than ten (10) people
- Loose meeting materials such as white board markers, erasers, TV remotes, adapters, and wireless speakers will only be available on request so that these items can be properly sanitized between use
- You are encouraged to bring your own meeting materials wherever possible, and communicate all meeting room material needs to T-REX Staff in advance

### Visitors
- Visitors must sign in when entering the facility
- T-REX Members are responsible for briefing their guests on all applicable facility rules/restrictions prior to their visit
- The Envoy Mobile App is a great way to send facility policies to invited guests. Contact BJ for more info (bj@downtowntrex.org)

### Kitchenettes
- All kitchenettes will remain closed during Phase I
- Shared refrigerators, microwaves, ice machines, utensils, plates, glasses, etc. will not be available
- Members wishing to refill personal water bottles should use touchless fillers in the 2nd, 3rd and 4th floor lobbies
- 5th floor vending machines have been relocated to the game room

### Café/Bar
- Seating and tables have been removed to create distance between tables
- **Please do not relocate seating or tables**

### Coffee/Tea Service
- We know this is an important one. T-REX Staff will serve coffee and tea in pre-poured single use cups with single serve creamer/sugar packets available for free in the Anheuser-Busch Café/Bar Mon-Fri, 7:30am-11am
- Community self-serve stations will remain closed during Phase I

### Dog Policy
- Dogs will be required to continue practicing stay-at-home precautions during Phase I reopening
Requirements for Individuals

<table>
<thead>
<tr>
<th>Physical Distancing</th>
<th>Maintain at least 6 ft. distance between yourself and any other person in the facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face Masks</td>
<td>Face masks are required to be worn by all facility users in any public and common areas</td>
</tr>
<tr>
<td></td>
<td>This includes the lobby, hallways, elevators, restrooms, mailroom, coworking and any shared meeting or gathering space</td>
</tr>
<tr>
<td></td>
<td>*Please note, according to <a href="https://www.stlouis-mo.gov/coronavirus/health-department-reopening-guidelines">City of St. Louis Reopening Standards: employers are required to provide masks for their employees</a></td>
</tr>
<tr>
<td>Handwashing</td>
<td>Wash your hands for at least 20 seconds using soap and water or apply alcohol-based hand sanitizer (at least 60% alcohol) when entering the building and several times throughout the day</td>
</tr>
<tr>
<td>Stay at Home</td>
<td>Stay home if you are sick</td>
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<tr>
<td></td>
<td>If you have had contact with someone confirmed with COVID-19, contact your doctor immediately</td>
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<tr>
<td></td>
<td>Vulnerable populations, including those over 65 and/or individuals at high risk of illness should stay at home as much as possible and avoid social contact to reduce risk of exposure</td>
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<tr>
<td></td>
<td>Regardless of current health, telework should be utilized wherever feasible</td>
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<tr>
<td>Monitor Signs of Illness</td>
<td>If you are experiencing symptoms, contact a healthcare provider immediately</td>
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<tr>
<td></td>
<td>If you, your employees, or any of your visitors to T-REX are diagnosed with COVID-19, notify T-REX Staff immediately so we can work with local health authorities to respond accordingly</td>
</tr>
<tr>
<td>Cleaning</td>
<td>Sanitize commonly used surfaces and items within your workspace</td>
</tr>
<tr>
<td>Group Size</td>
<td>No group gatherings or meetings of more than ten (10) people</td>
</tr>
<tr>
<td>Contact Information</td>
<td>All members should verify that contact information provided with your membership is up to date. If your phone number or email address changes, notify T-REX Staff so we can properly communicate all policies and updates with you</td>
</tr>
<tr>
<td></td>
<td>Email Kathleen (<a href="mailto:kathleen@downtowntrex.org">kathleen@downtowntrex.org</a>) with any changes</td>
</tr>
</tbody>
</table>
### Requirements for Companies

| Physical Distancing | • Allow employees to maintain at least 6 ft. distance between themselves and other coworkers  
| | • Communicate policies regarding face coverings, hygiene, and distancing for employees  
| | • Encourage telework wherever feasible  
| | • Consider installing physical barriers like taped zones to increase compliance, staggering shifts, plexiglass stands, or other solutions to limit physical proximity (please first consult with T-REX Staff regarding any temporary installations in your office)  

| Face Masks | • According to City of St. Louis Reopening Standards, employers are required to provide masks for their employees (or supplies to make face masks)  
| | • According to City of St. Louis Reopening Standards, employees are required to wear face masks at work, unless an employee is working alone in an enclosed area or is working outside and maintaining physical distance  

| Handwashing | • Provide breaks for employees for hand washing or sanitizing opportunities throughout the day  

| Employee Screening | • According to City of St. Louis Reopening Standards, you are required to establish daily protocols to evaluate employee health. Employers can use this sample form from the City to screen employees daily  
| | • According to City of St. Louis Reopening Standards, you are required to allow employees to quarantine  
| | • If you, your employees, or any of your visitors to T-REX are diagnosed with COVID-19, notify T-REX Staff immediately so we can work with local health authorities to respond accordingly  

| Cleaning | • Perform proper cleaning within your offices per CDC guidelines, including routinely disinfecting all high touch surfaces  
| | • Provide material and education to employees regarding proper cleaning procedures  

| Team Size | • No group gatherings or meetings of more than ten (10) people in a single space  

| Contact Information | • All employers should verify that contact information for their staff is up to date, both on internal records, and for T-REX records. If phone numbers or email addresses change, notify T-REX Staff so that we can properly communicate all policies and updates to you and your staff  
| | • Email Kathleen (kathleen@downtowntrex.org) with any changes