

DAVID BROWER CENTER

June 12, 2020

Dear Resident Organizations,

In preparation for easing of shelter in place restrictions, we would like to share the Brower Center's reactivation plan. This document outlines the COVID 19 health and safety protocols we have established in keeping with WHO, CDC, and other government directives. Please note, these procedures may be adapted as we receive additional information. The Hazel Wolf Gallery will remain closed to the public until restrictions are eased further.

We look forward to welcoming you back, from a physical distance, to the Brower Center!

Warm regards,

*Laurie Rich
Executive Director
David Brower Center*

David Brower Center (DBC) Administrative Office Schedule

The Administrative office will be attended Monday-Thursday from 9:00am - 5:00pm. Front Desk hours are Monday - Thursday from 10am - 4pm. To reduce contact, please use tenantservices@browercenter.org for any questions or requests.

DBC Employee and Resident Organization Health

Physical Distancing: When in shared spaces within the building, please practice recommended 6' of physical distancing. The following shared spaces have modified capacities:

Tenant Conference Room: 3

2nd Floor Copy Room: 1

Elevator: 2

1st Floor Restrooms: 4 at one time

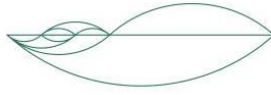
2nd-4th Floor Restrooms: 2 at one time

Lobby: 28

Gallery: 24

Terrace: 10

Please observe new signage placed throughout the building indicating updated safety measures, modified capacities, and traffic flow for main doors. Be mindful of others when in hallways and stairwells and practice physical distancing to the greatest extent possible.



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Hand Sanitizer and Hand Washing: Touchless hand sanitizer (80% alcohol based) dispensers have been installed to the right of the entrance doors on the first floor and by each elevator/stairwell area on the 1st - 4th floors. Whenever possible, please wash your hands before entering any shared spaces.

Personal Protective Equipment: Face coverings are required to enter the building and are required when in any shared space. Face coverings within your office are recommended if physical distancing cannot be guaranteed at all times.

Health Concerns and Procedure: Should any of your staff, guests, or vendors that are or have worked in the building show symptoms related to the coronavirus and/or have tested positive, please contact us immediately and use [this form](#) to report details. Potentially contaminated areas will be disinfected as soon as possible.

Tenant Responsibility

The Brower Center will not be conducting health screenings for tenants. We encourage you to have your employees self-screen and certify that they have not been exposed to coronavirus or experienced coronavirus symptoms prior to coming to work. The City of Berkeley has not given clear directive on whether this will be mandatory for office-based businesses. We will update you as we learn more.

To better inform us on your new work plans and building occupancy, please fill out [this form](#). We may contact you for further information or request an update in the future.

Who is allowed to come to the Brower Center?

All tenants, Brower Center staff, required building maintenance and repair, services and essential deliveries. We request that you limit any visitors.

Visitor / Vendor protocol

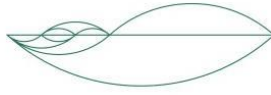
All vendors and delivery personnel must sign in/out at the front desk and wear a face covering. To minimize the Brower Center's package receipt interactions, please schedule your deliveries when you are able to receive them in your own suite.

Emergency Management

Please let us know if any modifications need to be made to the Brower Center's Fire and Life Safety Plan in consideration of your organization's staffing, operating hours, and/or new work arrangements. If your suite and/or floor warden is no longer able to fulfill these duties, please email tenantservices@browercenter.org

Workplace Modification

A gradual, phased return should be considered to support employee health and reduce congestion in the building, such as staggered work hours / days, and continuing to allow for teleworking. Also consider furniture reconfiguration within your suite to allow for physical distancing. For the near future, the Brower Center's meeting spaces will be opened up for complimentary use for individual work, while not being utilized for meetings or events. You can learn more about this opportunity [here](#). The Brower Center's



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HVAC system uses radiant heating and cooling which does not rely on recirculated air. We will increase filtered fresh air circulation and encourage you to open your office windows.

Shared Kitchens and Showers

The kitchens on the second and fourth floors are closed for cooking, food preparation and storage, and dishwashers. Only water access is allowed. Please wait your turn so that we have no more than 2 people in the second floor kitchen and no more than 1 person in the fourth floor kitchen at any one time. Do not use any of the shared dishes, utensils, pots, or pans, etc. Please bring your own dishes and utensils and adopt a “leave nothing behind” policy.

The second floor showers will be closed until further notice.

Restrooms

For distancing purposes, we have closed the center sinks in each restroom on the first floor. Restrooms on the 2nd - 4th floor have no modifications. Please be aware of others that may be in the restroom and maintain physical distance to the greatest extent possible.

Cleaning and Disinfecting Protocol

The Brower Center remains committed to using environmentally friendly cleaning products in our facility wherever possible. Disinfecting products recommended by the World Health Organization, Center for Disease Control, and EPA will be utilized for sanitizing.

Building Cleaning Schedule

Office Suites: increased to nightly services with electrostatic disinfection in all suites, shared spaces, and conference center spaces

Shared Spaces: Brower Center Facility Staff will increase regular rounds of shared spaces.

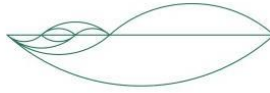
Shared Equipment: Disinfecting solutions and paper towels will be made available in the second floor copy room, tenant conference room, and conference center meeting room spaces.

Additional Cleaning Request System

Increased cleaning as described above is provided by the Brower Center. Should resident organizations like to have additional cleaning services at a cost, please email tenantservices@browercenter.org with your request.

Please remember to use your best judgement. It is everyone’s responsibility to act with care and caution to ensure safety for all!

The following page may be useful to post in a prominent space in your suite as an at-a-glance reference guide for your employees:



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BUILDING OCCUPANT POLICIES JUNE 12, 2020

BUILDING ACCESS	The Brower Center front doors will be adjusted to provide one set for entering and one set for exiting. Please pay attention to signage as you enter and exit the building. Doors will be unlocked from 10:00am - 4:00pm Monday through Thursday. All other building access is by keyfob only until further notice.
OCCUPANT HEALTH	Face coverings are required by anyone entering the building and must remain on while in common spaces. Health screenings will not be administered by the Brower Center staff. If your organization is conducting health screenings for your employees, screenings must be within the organization's leased space or outside of the building.
ELEVATORS	Elevator use is limited to 2 occupants at a time. Please be mindful of and follow directions of all signage, inside and outside the elevator cab.
STAIRWELLS	Please be aware of others in the stairwell and practice physical distance to the greatest extent possible.
SHARED SPACES	2nd Floor Tenant Conference Room: No more than 3 occupants at a time 2nd Floor Copy Room: No more than one occupant at a time
RESTROOMS	1st floor Restrooms: 4 at one time 2nd-4th floor Restrooms: 2 at one time
KITCHENS	The 2nd & 4th floor kitchens are closed for cooking, food preparation and storage, and dishwashers. Only water access is allowed. No more than 2 occupants in the second floor kitchen and no more than 1 occupant in the fourth floor kitchen at any one time. Please bring your own dishes and utensils and adopt a "leave nothing behind" policy.
VENDOR, DELIVERY AND VISITOR MANAGEMENT	All vendors and delivery personnel must sign in and out at the front desk and wear a face covering. To minimize the Brower Center's package receipt interactions, please schedule your deliveries when you are able to receive them in your own suite. We request that you limit any visitors until further notice.