

DAVID BROWER CENTER

BROWER CENTER EVENTS PROTECTION PLAN

July 30, 2020

David Brower Center (DBC) Events Department Schedule

The DBC Events Department will be onsite Monday-Thursday every other week once our building is allowed to reopen. In-person site visits are suspended until further notice. To view our event spaces, [please take a virtual tour on our website](#).

DBC Community Health

Physical Distancing: All rental clients, guests, resident organizations, vendors, and DBC staff will be required to practice the recommended 6' of physical distancing. The following spaces have modified capacities:

1st Floor Restrooms: 4 at a time	Lobby: 28*	Tamalpais: 27*
2nd - 4th Floor Restrooms: 2 at a time	Gallery: 24*	Terrace: 10
Elevator: 2 at a time	Goldman: 28	Kinzie: 18*

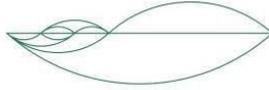
**These event space capacities are listed as maximum occupancies for standing room/theater-style seating only. Please [visit our website](#) to learn more about the reduced capacities by seating arrangement.*

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.

Hand Sanitizer and Hand Washing: Touchless hand sanitizer (80% alcohol-based) dispensers have been installed by each elevator/stairwell area on the 1st - 4th floors. Dispensers will also be placed at the entrance of each event rental space. Whenever possible, please wash your hands before entering any shared spaces. We encourage you to supply additional hand sanitizer for your guests.

Personal Protective Equipment (PPE): Face coverings are required to enter the building and are required to be worn by you, your vendors, organizers, and guests throughout your occupancy. At this time the Brower Center is not able to provide PPE for event rental clients and guests other than the hand sanitizing stations mentioned above.

Health Concerns and Procedure: Should you, any of your event organizers, guests, or vendors that have visited 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.



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Event Rental Client Responsibility

At this time, the Brower Center will not be conducting health screenings for event clients, their guests and/or vendors. We encourage you to have your organizers and guests self-screen and certify that they have not been exposed to coronavirus or experienced coronavirus symptoms prior to coming to the Brower Center for your event.

Visitor / Vendor protocol

All event clients, vendors, and delivery personnel must sign in/out at the DBC front desk and wear a face covering. Event attendees are not required to sign in at the front desk as your event should have its own registration system.

Emergency Management

Our standard emergency evacuation protocol remains in place. However, since groups are likely to be spread across more spaces, there should be a designated client representative in each space to ensure attendees are pointed in the proper direction in the event of an emergency. This representative must also be aware of any accessibility accommodations needed to evacuate attendees with limited mobility and report that information to the House Manager at the beginning of the day.

In the event of a fire alarm and/or instruction from a DBC staff member/first responder, please evacuate the building via the marked exit routes. Do not use the central stairway to exit the upper levels — use the stairwells at either end of the main hallway. After evacuation, please gather across the street on the corner of Allston Way and Oxford Street, staying on the sidewalk to keep the road clear for emergency vehicles and await further instruction.

Event Space Modification

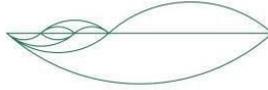
Each event space has mandatory reduced capacities to meet physical distancing requirements. We suggest you stagger programming and breaks, reduce the length of your meeting/event, and include the terrace in your rental so that you have exclusive use of our outdoor space for breaks. DBC uses exceptional air filtration systems. As a LEED Platinum certified building, DBC meets high standards for indoor environmental quality requirements by using filtered outdoor air in our event spaces. The filters keep out more particulate matter than those used in standard buildings, and are cleaned and replaced with increased frequency. We will increase filtered fresh air circulation by opening dampers to a higher percentage, and we encourage you to ask your House Manager to open doors and windows.

Shared Kitchens and Showers

The kitchen adjacent to the Tamalpais Room remains closed to event clients for cooking, food preparation and storage, and dishwashers. Only water access for you or your catering staff is allowed. The 2nd floor showers will be closed until further notice unless they are needed for lactation or other health-related purposes, which must be communicated to the DBC Events Manager with at least three days' notice.

Restrooms

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



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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.

Facility and Equipment Cleaning

DBC Facility Staff will continue to clean and sanitize all event furniture and shared surfaces before and after each event, and during breaks longer than 30 minutes. We have increased nightly services with electrostatic disinfection throughout the building in all suites, common spaces, and event spaces.

DBC Audio-Visual Technicians will clean and disinfect all shared AV equipment such as microphones, laptops, slide advancers, and power strips, etc. before and after each event. During breaks and/or between speakers, the microphones, slide advancer, computer, etc. will be wiped down with isopropyl alcohol. Our technicians will remain masked for the occupancy duration with the option of wearing gloves.

Clients and speakers are asked to limit direct contact with DBC equipment wherever possible. To assist this, we are encouraging use of items like hands-free microphones and speaker-provided remote slide advancers and laptops. We also require that ample break time is built into event schedules to accommodate equipment cleaning/replacement between speakers. Disinfecting solutions and paper towels will be made available in all event spaces so that you may wipe down surfaces if you decide necessary in addition to our in-house cleaning.

Additional Cleaning Request System

Increased cleaning as described above is provided by the Brower Center for a fee of \$50 per event contract, per day. Should event rental clients like to have additional cleaning services at a cost, please email events@browercenter.org with your request. Our janitorial vendor can provide event porters and janitorial staff for \$35/hour per person, with a three hour minimum.

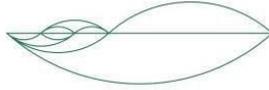
Food and Beverage

We understand that public safety comes front and center for food and beverage service. As a result, we are able to relax certain green waste protocols on a case-by-case basis as approved in advance by DBC Events Management. Landfill waste should still be avoided wherever possible in favor of recyclable or compostable packaging.

Examples of possible extended allowances include, but are not limited to:

- Bagged/Boxed lunches over buffet-style service*
- Individual packaging for condiments/dressings*
- Pre-wrapped utensil packs*

Further suggestions and guidelines can be found in the [Food and Beverage Policy](#) packet provided to you during the contracting/production process of your event.



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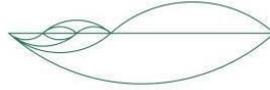
Waste Sorting

In order to reduce contact with an anticipated increased amount of disposables, extra care should be taken by attendees and vendors to ensure proper sorting of their own waste in accordance with our posted guidelines. Abandoned or mis-sorted waste results in DBC/vendor/janitorial staff having to unnecessarily touch potentially contaminated items. DBC staff members are happy to provide waste sorting guidance directly to attendees and client/vendor representatives to ensure a healthier waste stream.

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

The Brower Center reserves the right to cancel events at any time should any of the above policies and guidelines be violated.

The following page will be provided to you at the beginning of your occupancy as an at-a-glance reference guide for your organizers and guests and will be posted prominently in your rented event space(s).



DAVID BROWER CENTER

DBC BUILDING OCCUPANT POLICIES JULY 6, 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 for the duration of your occupancy, unless otherwise requested or deemed necessary for the safety of our staff.
OCCUPANT HEALTH	Face coverings are required by anyone entering the building and must remain on while in common and shared spaces. Health screenings will not be administered by the Brower Center staff. If you are conducting health screenings for your guests, screenings must take place 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.
ROOM OCCUPANCIES	Room occupancy signs, based on your pre-arranged seating layout, will be placed inside and outside of your rented event space(s). The Brower Center reserves the right to require additional space(s) to be used, at a fee, should your day-of-event guest count exceed the number of guests listed in your contract.
RESTROOMS	1st floor Restrooms: 4 at one time 2nd-4th floor Restrooms: 2 at one time
KITCHENS	The kitchen adjacent to the Tamalpais Room remains closed to event clients for cooking, food preparation and storage, and dishwashers. Only water access for your catering staff is allowed. The second floor showers will be closed until further notice, unless it is needed as a pumping room for new mothers.
VENDOR, DELIVERY AND VISITOR MANAGEMENT	All vendors and delivery personnel must sign in and out at the front desk and wear a face covering.