

DAVID BROWER CENTER

September 14, 2021

Events Community Health

Personal Protective Equipment (PPE): Per current City of Berkeley regulations, **wearing face masks is required in all indoor event and common spaces regardless of vaccination status.** If you or your guests and participants do not have a mask, we will provide one for you. We strongly recommend that you require proof of full vaccination and/or negative COVID-19 test of your meeting / event participants and guests.

Service of Food and Beverage: Per current City of Berkeley regulations, if food or beverage is served and/or consumed indoors, we are required to verify proof of full vaccination against COVID19 of all event clients and their onsite staff or planning team, event attendees, and vendors. You may elect to designate someone from your staff or planning team to check vaccination cards, state-issued QR codes, or electronic copy of vaccination cards; or you may hire staff from the Brower Center, at an additional fee, to do so on your behalf. Proof of vaccination must be cross-checked with photo identification, unless photo identification is integrated into the proof of full vaccination.

Physical Distancing: This is no longer required at the Brower Center. Should you like to implement a reduced capacity layout for your event, we have sample floor plans available based on 6' distancing.

Hand Sanitizer and Hand Washing: Touchless hand sanitizer (80% alcohol based) dispensers have been installed by each elevator/stairwell area on the 1st and 2nd floors. Whenever possible, please wash your hands before entering any shared spaces. We encourage you to supply additional hand sanitizer for your guests.

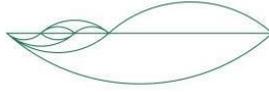
Air Filtration

The Brower Center is one of the healthiest buildings in the East Bay. The ventilation system is a dedicated outside air system (DOAS) that provides 100% fresh outside air directly into the building's spaces through an underfloor air distribution (UFAD) system, which avoids overhead ducts and diffusers. There is a complete exchange of air in the building at least every hour. Please inquire with your DBC representative if you'd like to learn more about our ventilation system.

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.

Event Rental Client Responsibility

The Brower Center will not require proof of vaccination or negative tests from event clients, guests and/or vendors. We strongly recommend that you have guests self-screen and verify vaccination status and/or proof of negative test during your registration process and prior to coming to the Brower Center for your event.



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Visitor / Vendor protocol

All event clients, vendors and delivery personnel must check in with your designated House Manager. Event attendees are not required to check in with our staff as your event should have its own registration system not only for ticketing, etc., but also for contact tracing purposes in the event of a virus outbreak.

Emergency Management

Our standard emergency evacuation protocol remains in place. There should be a designated client representative in each rented space to ensure the 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.

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 are utilized for sanitizing.

Facility and Equipment Cleaning

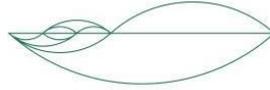
DBC Facility Staff will continue to clean and sanitize all event furniture and shared surfaces before and after each event. Recycling and compost waste is removed from event spaces following meals. Please ask your House Manager for disinfecting solutions and paper towels if you'd like to clean surfaces throughout your event.

Should you like enhanced cleaning services, please email events@browercenter.org with your request. We can contract sanitation technicians through our janitorial vendor for additional fees.

Audio-Visual

Technicians clean and disinfect all shared AV equipment such as microphones, laptops, slide advancers, and power strips, etc, before and after each event. During breaks, the microphones, slide advancer, computer, etc will be wiped down with isopropyl alcohol. You may consider scheduling a brief pause between speakers so they may disinfect equipment for the next person. Disinfecting solutions and wipes are available for your convenience.

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.



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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, and may result in additional cleaning fees. DBC staff members are happy to provide waste sorting guidance directly to attendees and client/vendor representatives to ensure a healthier waste stream.

Food and Beverage

We understand that public safety comes front and center for food and beverage service. All guests, clients, and vendors must be fully vaccinated in order to serve and/or consume food or beverage indoors. Contactless service is encouraged but should not include excess packaging or individually wrapped items. We may extend allowances such as bagged lunches over buffet service. 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. Contact your event representative for specific questions.

Please 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.