

# Subject: Update on use of Bren Hall in Summer 2021

Date: Mon, Jul 19, 3:58 PM

Dear Bren Faculty, Staff, and Students,

I hope you are enjoying your summer! I am excited to welcome our 26 new students in the Master of Environmental Data Science (MEDS) program. On August 2, our MEDS students will begin an intensive summer program focused on math, programming, scientific reproducibility, data storage and management, and meta-analysis, among many topics. Please say "Hello" and welcome the new members of our community if you see them around Bren Hall or NCEAS. Good luck, MEDS students, with your summer intensive courses.

On July 15, UCSB Chancellor Henry Yang shared an update about the UC Systemwide COVID-19 Vaccine Policy. The policy requires that all UC employees, students, and staff must be vaccinated against the SARS-CoV-2 (COVID-19) virus or receive an approved exemption before they will be allowed to participate in any University programs or allowed in any UC facility or office. If you did not receive your vaccination on campus, then you must upload verification of your vaccination to the UCSB Student Health Services Patient Portal. Students, faculty, and staff may schedule an appointment to receive your free vaccine through UCSB Student Health, MyTurn (in California), or vaccines.gov (outside of California).

Summer Quarter 2021 is a transition when faculty, staff, researchers, and students may begin to work in Bren Hall following protocols for COVID safety and tracking described in my previous message dated July 3, 2021. For those who are beginning to work from Bren Hall, I provide additional guidance on Bren Hall access and room scheduling below. Please reach out to Bren Hall Building Manager Sage Davis ([brenhall@bren.ucsb.edu](mailto:brenhall@bren.ucsb.edu)) or Assistant Dean Satie Airamé ([airame@bren.ucsb.edu](mailto:airame@bren.ucsb.edu)) if you have any questions about use of Bren Hall in Summer 2021.

I hope you have an enjoyable summer! See you on campus!

Cheers,  
Steve Gaines

## Access to Bren Hall

Many Bren School faculty and staff will continue to work from home over the summer until September 1. Due to the limited number of employees regularly working in Bren Hall and concerns for security of valuable assets in the building, Bren Hall will remain locked until September 1.

All faculty, staff, researchers, and students who have legitimate reasons for accessing Bren Hall already have access through office keys and/or Access cards. For students or employees who

do not yet have an Access card, please refer to these instructions for how to obtain your card. If you have been assigned to an office in Bren Hall, but you do not have your keys, please contact Purchasing Coordinator Jewels Bolden at [jewels@bren.ucsb.edu](mailto:jewels@bren.ucsb.edu).

If a UCSB employee or student invites a visitor or non-campus affiliate to attend a meeting on campus, that visitor or non-campus affiliate must complete the On Demand Screening Survey and follow campus safety protocols.

## Scheduling Meeting Rooms in Bren Hall

Over the summer, Bren students, faculty, researchers, and staff may schedule meetings with up to 6-7 people in Bonsai (Bren Hall 4327) or Manzanita (Bren Hall 4329). These meeting rooms are located on the 4th floor lab wing of Bren Hall. An Access card is needed to gain entry to the 4th floor lab wing. Students, faculty, and staff may schedule meetings in Bonsai and Manzanita directly on Google calendar with no further assistance from staff. Please check the Google calendar for the room to make sure the date/time of your meeting is available and then schedule your meeting directly on the Google calendar for the room. When reserving rooms, please include the group's name and your name on the Google calendar so a staff member could contact you if there is a problem or conflict with your meeting. For more information, please refer to instructions for self-scheduling meeting rooms.

Please note the Bren Hall Visitors Center is locked and is not available to self-schedule until after September 1. Bren Hall classrooms and the Dean's Conference Room also are not available to be reserved for meetings over the summer because they are locked and staff are not available to open these rooms until after September 1.

If you would like to schedule a meeting with more than 7 people before September 1, please continue to use Zoom or meet outside or in an alternate location.

## Courtesy for Room Scheduling

Meeting rooms are available for all members of the Bren community. Before you schedule a meeting, please check the room calendar and confirm the room is open for the time you would like to meet. Please limit your use of the room to a reasonable amount of time. Avoid reserving meeting rooms for large blocks of time. If scheduling a repeating meeting, please check the date/time of each instance of the meeting to confirm that the room is available for your use. Do not schedule over another person's reservation. Thank you for your cooperation in collectively managing our meeting rooms.