

MSRI 
Mathematical Sciences
Research Institute

Member Handbook

Spring 2020



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MSRI Spring 2020 Holiday and Bus Service Closure Dates

February 18 (Monday) Presidents Day, MSRI Closed, **NO BUS SHUTTLE SERVICE**

March 27 (Friday) UC Berkeley Holiday, MSRI Open, **NO BUS SHUTTLE SERVICE**

April 13 (Monday) MSRI Spring Holiday, MSRI Closed, Bus Shuttle Is Active

May 25 (Monday) Memorial Day, MSRI Closed, **NO BUS SHUTTLE SERVICE**

MSRI Staff Directory

Director	David Eisenbud	
Deputy Director	Helene Barcelo	
Operations Manager	Arthur Bossé	643-8321
Program Manager	Christine Marshall	642-0555
Receptionist	Ben Parker	642-0143
Assistant for Scientific Activities	Tracy Huang	643-6467
Housing Adviser	Patricia Brody	643-6468
Family Services Consultant	Sanjani Varkey	
International Scholar Advisor	Claude Ibrahimoff	643-6019
Facilities and Food & Beverage Coordinator	Bertram Ladner	642-0144
Librarian	Linda Riewe	643-1716
Controller	Stefanie Yurus	642-9238
Director of Financial Strategy and Compliance	Lee Haynes	643-6069
Staff Accountant	Rizalyn Mayodong	642-9798
Director for Advancement & External Relations	Ann Averitt	643-6056
Assistant Director of Development	Lynda Wright	642-4745
Project Lead, National Math Festival	Kirsten Bohl	
Communications and Event Coordinator	Jennifer Murawski	642-0771
Executive Assistant and Board Liaison	Lisa Jacobs	642-8226
Executive Assistant to the Deputy Director	Kimberly Manning	643-3565
Development Assistant	Sandra Peterson	642-0448
Grants and Accounting Assistant	Donna Wong	643-6855
Grants and Data Specialist	Alaina Moore	
IT Manager	Aaron Hale	643-6069
Computing Department		643-0906



Collegiality

MSRI strives to provide a welcoming and supportive environment for all. Among the primary benefits of a stay at MSRI are meeting new mathematicians, and enjoying collaborations both with old friends and new colleagues. We ask you to help us by including new people from all backgrounds in your circles as much as possible. The senior people in the community can set a positive tone in this way.

MSRI is committed to fostering a community of respect, collegiality, and sensitivity. The study of mathematics is challenging, often emotionally as well as intellectually; even mildly uncollegial behavior can have highly detrimental effects on another's ability to focus. In most situations, simple common sense and good judgment should suffice as guidance, but we appreciate that some questions of appropriate behavior can be more complex and subtle. We encourage staff and members to be respectful and supportive of one another.

Here are some ways you can help foster collegiality at MSRI:

- Reach out to people in the program whom you do not know, and actively build new connections
- Encourage mutual respect for similarities and differences--in background, expertise, judgments, and assigned responsibilities, with the goal of establishing mutual trust between colleagues
- Welcome diversity and encourage diverse opinions
- Avoid demeaning others or aggressively challenging their competence or mathematical abilities
- Refrain from promoting bias and stereotypes about race, nationality, religion, gender and sexual orientation, or other personal characteristics
- Understand that behavior can have an adverse impact on others, even in the absence of malicious intent by the actor

If a participant's unprofessional or uncollegial behavior is disrupting the atmosphere of an event, or the ability of others to participate, it is the event organizers' duty to act to address the situation. Such action may involve excluding the participant causing the disruption from that event. In such cases, the organizer must notify MSRI's administration of their action promptly, so that the matter can be reviewed. If the Directorate or the organizers feel that a longer-term action (such as dismissal from a program) is necessary, such an action can only be taken by the MSRI Directorate. Discriminatory, harassing, or bullying behavior will not be tolerated. If you think you have experienced or witnessed such behavior or if you do not feel comfortable with the way you are being treated, we urge you to contact the Operations Manager, Arthur Bosse, or the Deputy Director, H el ene Barcelo in person or by e-mail at abosse@msri.org or hbarcelo@msri.org. However, any staff member whom you trust would also be appropriate. [We will treat these concerns with discretion; however, there are circumstances where, as MSRI staff, we must act, even if it is not your preference. If you prefer to speak confidentially with someone independent of MSRI management, you may contact our Ombudsperson](#) by email at ombuds@msri.org or by calling 904-414-2996. If you prefer anonymity, you may use the portal established to facilitate anonymous contact with the ombudsperson at <https://www.lighthouse-services.com/ombuds>.

We invite you to view the complete Anti-Discrimination and Harassment Policy and Complaint Procedure here: https://www.msri.org/web/msri/about-msri/harassment_policy

*This statement is modeled after the UC Berkeley Department of Mathematics *Statement on Collegiality, Respect, and Sensitivity*

Procedure for Resolving Issues of Collegiality

MSRI is committed to ensuring that all collegiality concerns are dealt with in a fair, impartial, thorough, and thoughtful manner. We will make all reasonable efforts to promptly initiate an inquiry into formal allegation(s) and conclude it in a timely fashion. Please note that the Ombudsperson is available as an informal option and contacting them will not necessarily trigger a formal inquiry.

MSRI will initiate an inquiry into incidents of non-collegial behavior, according to the following general guidelines:

- The Operations Manager will speak with both sides of the conflict, and any witnesses identified by the parties, with the goals of:
 - Trying to understand what happened
 - Listening without passing judgment
 - Finding ideas on appropriate resolution
 - Finding ideas on how the situation could have been avoided or how the behavior can be prevented going forward

- Either side may refuse to meet with the Operation Manager or to comment on some aspects of the inquiry. In such a case the inquiry will continue based on the other available information

- Once the facts are gathered, the Operations Manager will meet with a member of the Directorate and other appointees (as deemed appropriate) to explain what happened, and discuss how best to respond and determine what action should be taken

- The Operations Manager, together with a member of the Directorate, will meet with both parties to convey the decision about any action that will be taken

- MSRI will follow-up with others who witnessed or were affected by the conduct

Please note that since the inquiry is a confidential process, while it is happening it may not be obvious to the reporter that serious actions are being taken. Should a preliminary inquiry demonstrate that the concern more appropriately falls under the [anti-discrimination and harassment policy](#), the investigative procedure of that policy will be followed.

Ombuds Services

MSRI has an Ombudsperson available to members. The Ombudsperson is MSRI's designated impartial and confidential third party who will discuss member's problems, concerns and complaints. All reports made will be confidential, except in cases where a person presents a danger to themselves or others.

If you would like to speak about a conflict, concern, or issue anonymously or confidentially, you may contact the MSRI Ombudsperson by email, phone, or anonymous portal. The Ombudsperson will listen, discuss options, and help you determine the next steps to take.

Email: ombuds@msri.org

Phone: 904-414-2996

Anonymous Portal: <https://www.lighthouse-services.com/ombuds>.

UC Berkeley Ombuds Services

The UC Berkeley Ombuds Offices are a resource to MSRI visitors. Providing a comfortable, confidential environment to discuss problems, concerns, or complaints, the Ombudsperson will review basic information about the office and you will be able to discuss your issue(s) and review your options, working to develop strategies for pursuing resolution. The Ombuds Office does not offer legal advice or mental health counseling, does not have any formal authority to render decisions about issues brought to the office, and does not participate in formal hearings or other formal processes.

Ombuds Office for Students & Postdoctoral Appointees – Available to MSRI Postdocs registered with UC Berkeley's Visiting Scholar and Postdoc Affairs (VSPA), Graduate and Undergraduate Students

Website <https://sa.berkeley.edu/ombuds>

Phone 510-642-5754

The Ombuds Office can be your first step, your last resort, or anything in between. If you wish assistance sorting through a campus-related conflict or concern, please contact us. The Ombudsperson will listen to your concerns, serve as a sounding board, discuss your options with you, and help you get a new perspective and determine the next steps to take.

The office is strictly confidential and no one will know you have spoken with us unless you wish them to. The only exception to this confidentiality is where there appears to be imminent risk of serious harm or danger.

Faculty Ombudsperson - Available to Research Members and Research Professors

Website <https://academic-senate.berkeley.edu/committees/omb/faculty-ombudsperson>

Phone 510-642-7213

The Faculty Ombudsperson is a confidential, informal, impartial alternative for the resolution of work-related problems and conflicts.

The Faculty Ombudsperson functions as an “organizational ombuds,” providing advice on conflicts and disputes in a confidential and informal manner. They listen, suggest, obtain information, and mediate to achieve resolution. Often they satisfy the needs of the complainant by simply acting as a sounding board and source of advice as to how that person may solve her/his own problem. Ombudspersons do not issue reports or findings. They do not keep written records or act as witnesses in possible subsequent proceedings. They subscribe to a code of conduct assuring impartiality and confidentiality.

The Faculty Ombudspersons are appointed by the Academic Senate and are subject to the Responsible Employee requirement laid out in the UC Sexual Violence and Sexual Harassment Policy, meaning that they are required to notify the Office for Prevention of Harassment and Discrimination if a person affiliated with the University (e.g., student, staff, faculty member) reports conduct that is prohibited under the sexual violence/sexual harassment policy.

Arriving at the Institute

When you arrive at MSRI, please visit the Receptionist in the Administrative Office on the first floor.

- Your photo will be taken for your **MSRI membership ID card**. This card identifies you as eligible to receive certain university services (library privileges, recreation facility membership) and serves as your **bus pass**, which can be used on the Hill shuttle bus.
- You will receive the **key to your shared office**.
- You will receive a packet of information, including forms that must be filled out and returned. Once the forms are returned to the Receptionist, you can request a **building access card** that allows you to enter the Institute after hours and on weekends.
- **Please bring a \$60.00 refundable key deposit.** If either your office key or access card is lost, the deposit will be forfeited. Any member losing a key or access card and requesting a replacement will be charged a \$60.00 deposit for the new key/card.



Payments

Travel reimbursement checks will be distributed to members' mailboxes approximately two weeks after all reimbursement forms are submitted to the Receptionist.

Per Diem and stipend checks will be distributed to members' mailboxes after 1:00pm on the **last business day of each month**. If you do not have a US bank account, checks may be cashed at any Bank of America branch for an \$8 fee. MSRI does NOT offer direct deposit.

Final per diem and stipend checks will be handed out when you turn in your office keys and check out of MSRI on your final day at the Institute. We are not permitted to distribute final checks until this time.

***We are not permitted to issue the first payment until all the required paperwork has been returned to the Receptionist in the administrative office. Checks may not be given to anyone other than the person the check is made out to.**

Opening a Bank Account: Non-resident aliens need to bring their Passport – it is advised to bring your I-94 and MSRI invitation letter showing that you are in residence for a few months. Aside from the passport, the most important document to provide is a local valid US address - for example a lease agreement good for at least 60 days (or PG&E Bill, Phone bill etc). The bank will contact the leaseholder to verify that the person lives at the address stated on the lease. A Social Security number or a California ID is not required.

Health Insurance

For Postdocs: MSRI provides health insurance to all MSRI Postdoctoral Fellows (and accompanying family members) regardless of citizenship. The enrollment forms were sent to you via email before the start of the semester. Any questions regarding health insurance for Postdocs should be directed to Arthur Bossé, the Operations Manager, located in the Administrative office on the 1st floor, Room 117 or at abosse@msri.org.

For Other Members: International Visitors coming on a J-1 visa must have insurance that satisfies the J-1 visa health insurance requirement. If you are not already appropriately covered by your home institution or employer, you may contact Stacey Wheeler at ITG Worldwide to inquire about purchasing such an insurance plan. Other International Visitors not on the J-1 visa may also inquire about purchasing health insurance by contacting Ms. Wheeler. She can be reached by email at stacyw@itgworldwide.com or by phone at 415-599-2475.

Further questions can be directed to Claude Ibrahimoff, International Scholar Advisor (int-advisor@msri.org).

MSRI is unable to provide health insurance information to visitors who are U.S. citizens or permanent residents.

Transportation & Scientific Travel

Bus Pass: Your new Member ID Card will act as your bus pass. It can be used on the Hill shuttle bus. Schedules can be found in the lobby of the building or online:
http://pt.berkeley.edu/sites/default/files/hill_schedule.pdf.



Weekend bus: On Saturday, Sunday and holidays you can use the AC transit service, bus #65 between Berkeley BART and Lawrence Hall of Science via Euclid Ave. and Grizzly Peak Blvd. Our MSRI bus pass does **not** work on this public transit bus. Link to the schedule here:
http://www.actransit.org/maps/schedule_results.php?version_id=3&quick_line=65#schedule

Parking: To park in the MSRI parking lot you must have a parking pass. Please see the Receptionist at the front desk if you wish to have a parking pass. The MSRI parking lot is located just below the building off Centennial Drive. It is the last terrace loop before you get to Gauss Way. Signs are posted at the entrance to the lot. Campus does patrol this lot and will ticket a vehicle not parked in a designated parking space and not having a pass **visible**.



Bicycles: A bicycle rack has been provided in front of the building entrance. Bicycles are **not** permitted inside the building.

Scientific travel during the semester:

Postdocs: The Institute has a limited amount of domestic travel money available for postdoctoral fellows only. This funding is for travel to professional meetings or consultations with other mathematicians. Application forms for postdoc travel are located in the mailroom. You **must** complete an application for funds **before** your travel begins and include a copy of your invitation letter or email from host institution. Postdocs who will be at the Institute for one semester may apply for one trip, full year postdocs may apply for two trips. **Limits do apply.** Please read the application completely. Your application for Scientific Travel must be submitted to the Program Manager, Chris Marshall, for approval. You will receive an approval copy in your mailbox.



MATHEMATICAL SCIENCES RESEARCH INSTITUTE
Mathematics Department, University of Michigan

APPLICATION FOR SCIENTIFIC TRAVEL FUNDS- Postdoctoral Fellows only

Please complete this form and return it to the Program Manager prior to your travel. Once your trip has been approved and signed off by the Deputy Director, this form will be returned to your mailbox.
 When you return from your travel, complete the actual expenses portion, attach receipts, sign and return to the Program Manager.

Please attach a copy of your invitation. E-mail messages are acceptable.

NAME: _____

DESTINATION: City(s) _____
 University(s) _____

PURPOSE OF TRIP: _____

DATES: _____

Expenses:

	Estimated	Actual
Airfare		
Ground		
Lodging		
Registration/fees/etc.		
Total		

Are funds available from other sources? _____ If so, how much? \$ _____
 Amount requested from MSRI: \$ _____

Additional Comments: _____

DATE: _____ SIGNATURE OF APPLICANT: _____

DATE: _____ APPROVAL BY DEPUTY DIRECTOR: _____

Each Postdoctoral Fellow at MSRI is allocated funds for scientific travel (\$1,000 for a full-year postdoc, \$600 for a half-year postdoc). Reimbursement for travel is based on economy airfares. If driving personal car, reimbursement is made at \$0.53/mile, up to the equivalent economy airfare. Rental car reimbursement is made based on actual expenses not to exceed \$35/day plus fuel, up to the equivalent economy airfare. MSRI does NOT reimburse for meal expenses. All receipts are required.

NOTE: An American carrier must be used in order for MSRI to reimburse for airfare.

For office use:

<small>General Ledger Code: 10-5521</small>	<small>Amount: _____</small>
<small>Project/Dept Code: _____</small>	<small>Date: _____</small>
<small>Funding Code: _____</small>	<small>Approved by: _____</small>

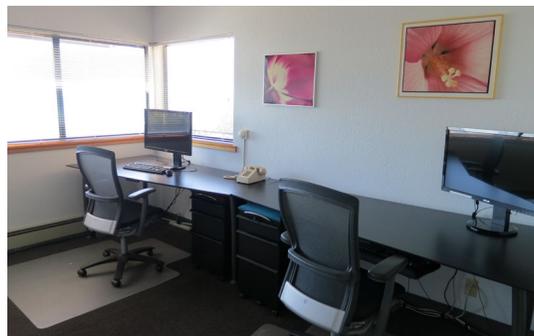
O:\New O-drive\Scientific-Programs\Templates\Travel-Request_Expense-forms\PostdocSciTravelForm_tmpl05.11.17.doc 05/11/17

Other Members: It is the Institute's policy that when a Program Member is invited to give a seminar or colloquium at an Academic Sponsor institution, MSRI will reimburse up to \$250.00 towards airfare and ground transportation. The host institution is expected to cover the balance of expenses. (For a full list of Academic Sponsor Institutions, please see <http://www.msri.org/web/msri/support-msri/academic-sponsors>). Scientific travel funds do not cover meal or lodging expenses. You **must** complete an application for funds **before** your travel begins, and include a copy of your invitation letter or email from the host Academic Sponsor. Travel Reimbursement forms (located in the mailroom) to Academic Sponsors must be submitted to the Program Manager for approval. You will receive an approved copy in your mailbox.

Requests for Scientific Travel Funds after the visit has taken place will not be considered!

Offices

- Each program member is assigned a shared office. Each **desk** has a filing cabinet and is equipped with a desktop computer, keyboard, mouse, and speakers.
- Each office has a **chalkboard**. If you would like to have your chalkboard washed, please erase it entirely at the end of the day and the cleaning crew will wash it.
- There is one shared **telephone** in each office.
 - Dial 9+telephone number for outside local calls
 - 9+1+area code+telephone number for long distance calls (within the U.S.)
 - For international calls, please obtain an international calling card from the front desk and follow the instructions on the card to place your call
 - For UC Campus or inside-MSRI calls, dial the last five digits of the phone number
 - Telephone charges should be limited strictly to calls for professional purposes
 - Please charge personal long distance calls to your home telephone number, economical phone card (available for purchase at various shops in the campus vicinity), or to a credit card.
- Please do not move the furniture within your office. If you would like a different configuration, or have an issue with your furniture, please see the Facilities Coordinator, Bertram Ladner, in the Administrative Office or send him an email at bladner@msri.org.
- Please **report any problems** (i.e. burned out lights, telephone problems, etc.) to the Facilities Coordinator in the Administrative Office or you can fill out the electronic **MSRI Member Suggestion Form** located on your desktop computer.
- **Electrical appliances**, such as heaters, coffee makers, irons, hot plates, small refrigerators, or other such appliances are not allowed in offices. The building's electrical system was not designed to accommodate appliances in individual offices.
- Pushpins, used sparingly, are the recommended approach to hanging items on the office walls. DO NOT use your office door as a bulletin board. Objects taped or tacked to the door damage the surface and create a fire hazard.
- To open the office windows release the lock bar, located in the middle of the top portion of the window frame, and push upward.
- To turn on the office wall heater, turn the white dial from the off position, which is the star symbol (*), up to 3. The dial is numbered from 1 to 5, with 5 being the highest setting. For optimum performance in the winter months leave the heater on at level 3 all the time.



Computer Services

For the most current information about our computing resources, visit our website link-- <http://www.msri.org/web/msri/for-visitors/computing-handbook>. If you bring your own laptop you may connect to our wireless internet connection, free of charge, anywhere in the building. For specific information about our systems, please see the **Computing Dept., in room 214, 2nd floor**. Our IT personnel are always happy to help!

On the UC Berkeley Campus, UC Berkeley provides complimentary wireless internet for visitors on campus. When searching for a wireless network, select CalVisitor to get online. This service is available in all rooms and buildings across campus.

Resources

Bulletin Boards: If you would like information posted, please give the item to the Facilities Coordinator in the Administrative area. It will be dated and posted on a bulletin board. **DO NOT** use your office door as a bulletin board. Objects taped or tacked to the door damage the surface and create a fire hazard.

Printers: There are printers located on the 2nd and 3rd floor of the institute, on the north and south side of the building at the end of the hall. On the 1st floor there is a printer in the library next to the computers.

Copiers & Scanner: A large copier is located in the mailroom on the 1st floor with scanning capabilities. The mailroom copier can be accessed by entering the code located on the manila envelope which held your office key. **You must enter the code twice**, once as your log-in and once as your password. A smaller copier is located in the compact shelving room of the Library. Please restrict use of this copier to library materials only. There is another scanner located at the north end of the 3rd floor.

Fax Machine: The Institute has a fax machine located in the administrative area on the 1st floor. **THIS IS A STAFF USE ONLY MACHINE**. The number is (510) 642-8609. If you receive a document the staff will place it in your mailbox. Before bringing items to be faxed to the administrative office, please see if the receiver will accept a scanned copy.

Mail: Incoming mail will be placed in your designated slot located in the mailroom, room 104. Outgoing mail is picked up when the mail is delivered on Mondays, Wednesdays and Fridays. **Please do not have personal mail, such as bank statements or phone bills, delivered to you at MSRI**. The campus post office can refuse this mail, require you to pick up your mail on campus at 2000 Carleton Street, or charge you \$12.00 to deliver it to MSRI. Outgoing MSRI **business-related** mail should be left unstamped in the wire basket adjacent to the member mailboxes. Be sure to put your name on the envelope in the return address section or **the envelope will not be mailed**. **Campus WILL NOT pickup or process personal mail (stamped or unstamped)**. To use special services such as Overnight Mail and UPS shipping services, members should see the Receptionist at the front desk. As a courtesy to our members, the Receptionist has stamps available for purchase for sending personal mail.

Libraries: The MSRI library is non-circulating; please do not remove any items from the confines of the library area. Please do not bring food or drink into the library. To check out books from the UC Berkeley campus libraries, members may obtain a UCB library card by bringing their MSRI ID card and an official picture ID to the Privileges Desk in Doe Library, located in the center of the UCB campus off of University Drive.



More information may be found at:
<http://library.msri.org/lib/How-MSRI-members-get-UCB-lib-card.pdf>

Nursery: For the convenience of nursing mothers, MSRI has a private room on the 2nd floor of the building (Room #205). Please see Receptionist for access.

Video Room: A video room is located in the library, and furnished with a large television screen to view videos, as well as a computer set-up. There is a reservation screen located outside of the room.

Video Calls: Out of respect for your office mates and other visitors, video calls in offices or shared areas is not permitted. You may place a video call in the video room, located in the library.

Supplies: MSRI provides pads of paper, chalk, pens, pencils and envelopes for your use. These are located in the Mailroom. Members are responsible for all other office supplies.

Member Directory: For a list of members in residence: <http://www.msri.org/web/msri/about-msri/member-directory>

Food

Kitchenette: This 2nd floor Commons kitchenette is equipped with a day-use refrigerator, microwaves, flatware, cups, and dishes for members' use. **Please put all dirty dishes in the dishwasher prior to 3:00pm.** Please mark all articles with your name and date before putting them in the refrigerator.



Coffee: Regular coffee and tea is available in the 2nd floor Commons kitchenette. Espresso pods for the espresso machine can be purchased from the Receptionist in the Administrative area in quantities of 10. A cappuccino foam maker is also available for use. Please be sure to clean the equipment when you have finished with it and keep the area tidy.

Lunch: Monday through Friday, you can order and pay online for lunch from a local restaurant, which will be delivered to the Commons kitchenette on the second floor. On Wednesdays, there is a food truck selling lunch items. Frozen meals are also available for purchase in the Commons kitchenette freezer. During workshops, a caterer is present, selling sandwiches, soups, and salads.

Your other local options are The Bay View Café at the Lawrence Hall of Science (open Tuesday-Friday, 9am-4pm) and the Tilden Park Golf Course Grizzly Bar & Grill.

Afternoon Tea: Tea, coffee, and refreshments will be served each afternoon at 3:00 pm in the Atrium on the 1st floor. The serving time may vary during workshops.

Activities During the Semester

Schedule

Every Friday, members will receive an email with the list of seminars, workshops, and other activities taking place at the Institute the following week. A schedule will also be posted on the lobby bulletin board, and all events can be found on the online calendar on MSRI's website (<http://www.msri.org/web/msri/calendar>).

Workshops

MSRI hosts many workshops over the course of the academic year. If you plan to participate in a workshop (even one associated with your program), we ask that you [please register](#) using our online registration form. That way you will be able to receive any special email announcements relating to the Workshop, have a nametag prepared for you, and be included on the final participant list. Note that you are not eligible for additional workshop funding if you are being funded as a Member during the workshop in question. For information about specific workshops, please see our website or talk to the Program Manager in room 103.

Seminars

If you are planning a lecture or seminar that is not part of a workshop, please **email** your request to the **Program Manager** by the Wednesday of the week prior to the talk. (Include any special needs such as overhead projectors, etc.) The **Program Manager** will schedule a room and distribute announcements.



Recreational Privileges

Two UC recreational passes are available, one for the Strawberry Canyon facilities, and one for the Recreational Sports Facility on campus (gyms, track, pool, etc.).

1. [Strawberry Canyon Recreational Area \(SCRA\)](#) - features an outdoor swimming pool (closed in winter), a ropes course, locker rooms, barbecue/picnic area, and the Haas Clubhouse — a popular venue for special events; complete with the Clubroom and full kitchen. These facilities are available year-round for private events. Day passes, \$10 for adults, may be purchased at the customer service center or Pro Shop Cafe. Fees are paid with initial application. Passes for the semester can be purchased at RSF; no discount for late applications, until near the end of the session. For more information on fees or for current swimming schedule, call 510-642-7796.
2. [Recreational Sports Facility \(RSF\)](#) - Use of Harmon and Hearst gyms, playing fields, equipment, and pools (Strawberry Canyon, Golden Bear, Hearst, and Spieker). Purchase passes by filling out an application form and paying fees at the RSF (2301 Bancroft Way between Dana Street and Ellsworth Street in Berkeley, CA 94720). (It is best to avoid initiating this during the lunch hour, when gymnasium staff may be too busy with users to process your forms). For current fee information, call the Cal Rec Club at 510-642-7796.

MSRI is surrounded by scenic hiking trails and expansive views of the Bay area, we have provided copies of trail & campus maps in the front lobby of the building for your convenience.



General Facilities Information

Office Hours: The Institute's office hours are from 8:30 am to 5:00 pm, Monday through Friday. The administrative office will be **closed from 12:30 – 1:00 pm each day for lunch**. Check-in and check-out hours are from 9:00 am to 12:30 pm and 1:00 pm to 4:00 pm, Monday through Friday.

Security: The building will be unlocked from 8:30am to 5:00pm. Monday-Friday. At all other times you will need your access card to enter the building. Please do not leave valuables unattended. Please make sure that you do not open any doors marked "Emergency" after hours, or the building alarm will sound and the campus police will arrive. After working hours, **DO NOT** hold the front door open for more than 20 seconds or the alarm will sound.

Lost and Found: Please see the Receptionist for any lost and found.



Chronicle / Paul Chinn

Policies

Children: Although children are always welcome at MSRI for a tour of Mom's or Dad's workplace, or a brief supervised visit, the building is not set up to safely accommodate young children. We have found that extended visits bring up two important issues, the most critical being child safety, with the second concern being noise disruptive to other working scholars. We ask that you keep this in mind throughout the year but especially at the beginning of your stay when it may take some time to find appropriate arrangements.

Dress Code: We are quite casual here but we do request that you wear shoes at all times in the building, so that we remain in compliance with California State Public Health Codes.

Drug-Free Work Place: MSRI is a drug-free work place. Members or staff found to be involved in the use or sale of controlled substances on the premises will be advised to seek professional assistance, and may be asked to leave the Institute.

Smoking: Smoking of any kind, including e-cigarettes, is **not allowed** within the interior of the building nor anywhere on the grounds of MSRI. Please note that smoking is not allowed anywhere on the UC Berkeley campus. See Program Manager for directions to where it is permissible to smoke.

Emergencies

Emergency Exits: The emergency exits are designated by wall signage throughout the building. Please familiarize yourself with the exit locations.

Injuries and First Aid:

Injuries may occur from time to time and it is important to know what to do when an injury occurs. There are two types of injuries; non-medical and serious injuries.

1. A **non-medical injury** is defined as any non-life threatening injury or illness that does not require immediate emergency medical treatment. Examples of these types of injuries would include:
 - Minor injuries such as cuts, bruises, minor burns etc.; or
 - Minor illnesses;

Although these types of injuries are those that are not life-threatening, they may require some basic first-aid. If you have an injury of this type, you should report to Receptionist or the Facilities Coordinator located in the administration area on the first floor. They will be able to provide access to the First Aid Kit which contains adhesive bandages, gauze and other materials that can be used to address the injury. The person who has suffered the injury can determine the next course of action for themselves such as having the injury assessed at an urgent care facility.

2. A **serious injury** is the type of injury that requires medical attention by a trained professional. Medical attention and life saving techniques should only be administered by trained personnel. Examples of these types of injuries would include:
 - Chest pain;
 - Difficulty Breathing;
 - Excessive bleeding;
 - Eye injuries;
 - Head injuries;
 - Ingestion or inhalation of a toxic substance;
 - Seizures;
 - Serious allergic reactions; or
 - Suspected bone fractures.

If you encounter someone that has suffered a serious injury, it is important to get help for them as soon as possible. Follow these steps to summon help:

- Shout "help!" to get someone to come and assist.
- If someone responds, send them to call 911 (an ambulance will be dispatched), and to get a staff person to assist.
- If no one has responded to your shout for help, you will need to go call 911 and then return to the injured person. State the problem, the building (Chern Hall or the Mathematical Sciences Research Institute, 17 Gauss Way Berkeley, CA 94720) where the emergency exists, and the number you are calling from. If no staff is onsite, send someone to meet the arriving emergency crew.
- Return to the victim. Keep the victim as calm and comfortable as possible.

- Do NOT try to administer First Aid that you are not qualified to provide.
- Do NOT try to move the person unless further injury would result from leaving them (such as falling debris or fire).
- Remain with the victim until help arrives.

Leaving the Institute

- Prior to your last scheduled day at the Institute, you will receive an e-mail with a link to an **on-line survey** which must be completed prior to departure.
- On your final day, once the survey has been completed, see the Receptionist to return your keys and access card, as well as receive your **final payment**.
- If you have **multiple visits** scheduled, you must check in and out with the Receptionist each time.
- Check-in and check-out hours are from 9:00 am to 12:30 pm and 1:00 pm to 4:00 pm, Monday through Friday.

