



2021

# Welcome Guide

UC Berkeley Physics Department  
Staff and Faculty

UC Berkeley  
Department of Physics  
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# Table of Contents

<b>I. ACTIONS TO TAKE IN YOUR FIRST WEEK</b> .....	<b>4</b>
Meet with HR to Sign Your New Hire Paperwork .....	4
Employee ID and Cal 1 Identification Card .....	4
Create Your CalNet ID and Passphrase .....	4
Set Up Your UC Berkeley Email (bMail) and Calendar (bCal) Account .....	4
Enroll in Welfare Benefits* and Configure Your Paycheck Options in UC Path.....	4
Background Check .....	5
Time and Leave Reporting.....	5
<i>Add Contact Information to Campus Directory</i> .....	5
<b>II. ACTIONS TO TAKE YOUR FIRST WEEK/MONTH</b> .....	<b>5</b>
Schedule Meeting with Director of Administration.....	5
Complete Mandatory Trainings.....	5
<i>Physics Required Training</i> .....	5
Get Access to Physics Space .....	6
Get Computer Access, Resources, Equipment, and Support.....	7
<i>Wireless Internet</i> .....	7
<i>Computer Support</i> .....	7
<i>Set Up Voicemail</i> .....	7
<i>E-Mail Listserv</i> .....	8
<i>G Suite for Education</i> .....	8
<i>Zoom</i> .....	8
<i>Berkeley Box</i> .....	8
<i>WarnMe/ Nixle Emergency Alert Service</i> .....	8
Make Parking & Transportation Arrangements .....	9
<i>Bear Transit</i> .....	9
<i>Employee Parking Permits</i> .....	9
<i>AC Transit</i> .....	9
<i>Bay Area Rapid Transit (BART)</i> .....	9
Review Campus Mail Policy and Guidelines .....	9
Become Familiar with Front Office Machines .....	10
Become Familiar with Conference/ Meeting Rooms.....	10
Schedule Campus Orientation and Tour.....	10
<b>For New Faculty Members</b> .....	<b>11</b>
Startup Funds .....	11
Teaching .....	11
<i>Set Up bCourses</i> .....	11
<i>Academic Calendar</i> .....	11
<i>Center for Teaching and Learning</i> .....	11
<i>Teaching Remotely</i> .....	11
<i>Campus Remote Instruction Guide</i> .....	11
<i>Teach Live or Pre-Record Your Presentation</i> .....	12
<i>Equipment for Teaching</i> .....	12
<i>Lecture Demonstrations for Physics 5, 7, 8, 10 or 21</i> .....	12
<i>Lab Schedule for Physics 7 and 8</i> .....	12
<i>Classroom Changes and Other Room Requests</i> .....	12
Research .....	13
<b>III. POLICIES AND PROCEDURES</b> .....	<b>14</b>

Student Privacy and Safety .....	14
Sexual Harassment Prevention and Reporting .....	14
Information Security and Policy .....	15
Disability Accommodations .....	15
Code of Conduct .....	15
Diversity, Equity & Inclusion .....	15
<i>Physics Department Mission Statement</i> .....	15
Department Statement on Harassment and Discrimination .....	16
<b>IV. GENERAL INFORMATION ABOUT CAMPUS.....</b>	<b>16</b>
Emergency Numbers .....	16
Packages/Stock Room/Purchasing .....	17
Committees .....	17
<b>V. DEPARTMENT CULTURE.....</b>	<b>17</b>
Department Seminars.....	17
Annual Department Events (Cal Day, Holiday Parties, Summer BBQ).....	18
Physics News .....	18
Social Media Accounts.....	19
<b>VI. ADDITIONAL RESOURCES.....</b>	<b>19</b>
Building Emergency Plans (BEP) for Birge Hall, Physics North and Campbell Hall .....	19
Birge BEP.....	19
Physics North BEP .....	19
Campbell Hall BEP.....	19
Emergency contact list .....	19
Org Chart .....	19
Contact Sheet .....	19
Campus Map.....	19
<b>VII. ADDITIONAL RESOURCES FOR NEW FACULTY.....</b>	<b>19</b>
<i>Office for Faculty Equity (OFEW)</i> .....	19
<i>General HR-Related Questions</i> .....	20
<i>Hiring Postdocs or Student Researchers</i> .....	20
<b>VIII. THINGS TO DO IN BERKELEY .....</b>	<b>20</b>
Perks .....	20
Watch a Game @ Cal Athletics.....	20
Experiences the Arts with Cal Performances.....	20
Visit Berkeley Attractions .....	20
<i>Campanile</i> .....	20
<i>Botanical Gardens</i> .....	21
<i>The Lawrence Hall of Science</i> .....	21
<i>Hearst Museum of Anthropology</i> .....	21
<i>Berkeley Art Museum and Pacific Film Achieve (BAMPFA)</i> .....	21
Be Well at Work.....	21
Take a WorkFit Class.....	21
Eat at One of Berkeley's Beloved Restaurants .....	21

# Welcome to the Physics Department at Berkeley!

The Physics Department is home to faculty who are devoted to scientific discovery and the teaching of future physicists and students, both undergrad and grad, who come to learn and participate in cutting-edge research. The department has the full spectrum of scientists and has growing programs in: biophysics, quantum physics, atomic physics and quantum technologies.

Our mission is to expand the frontiers of fundamental physics research, to educate the next generation of scientific and educational leaders, and to produce an impact on the community commensurate with the distinguished history and tradition of Physics at Berkeley. We bring together diverse and excellent faculty, students, staff and researchers with a universal dedication to upholding the highest standards of scholarship, teaching, and service. Welcome to the team!

## I. ACTIONS TO TAKE IN YOUR FIRST WEEK

### Meet with HR to Sign Your New Hire Paperwork

Set up a time to meet with your Berkeley Regional Services (BRS) HR Contact: Christy Welden, [cwelden@berkeley.edu](mailto:cwelden@berkeley.edu). They will inform you of the document requirements necessary to activate your Employee ID.

### Employee ID and Cal 1 Identification Card

After you complete your employment paperwork, you will receive an email from [newhire@berkeley.edu](mailto:newhire@berkeley.edu) with your Employee ID (EID) number and activation instructions. EID is necessary before obtaining your Cal ID card or access to your employee accounts. After you get access to your EID, visit the Cal 1 Card office, located at 180 Cesar Chavez Center, Lower Sproul Plaza. Monday — Friday, 9:00 a.m. - 4:30 p.m. At the Cal 1 Card office you will be asked to provide your EID and present a government-issued ID (e.g., driver's license or passport).

### Create Your CalNet ID and Passphrase

Your CalNet ID and your passphrase together allow you to sign in to campus systems which is called “CalNet Authenticating”. They play a vital role in your online identity; to create your CalNet ID, visit: <https://calnet.berkeley.edu/activate/employee> and enter your Employee ID number. You will also need the email address you provided on your Berkeley Regional Services HR Contact.

### Set Up Your UC Berkeley Email (bMail) and Calendar (bCal) Account

Campus Shared Services IT can assist with configuring all of your most important applications (Google mail, calendar, drive, etc.); contact them at: 664-9000, option 1; [itcsshelp@berkeley.edu](mailto:itcsshelp@berkeley.edu); or create a ticket. To do it yourself:

- Go to: <https://bconnected.berkeley.edu/>, select “Accounts,” click on “Create Accounts,” then “Google Account.”
- Log in with your CalNet ID and passphrase. Follow the provided instructions to complete your set up.
- Go to: <http://bmail.berkeley.edu> to log in to your new email account or <http://bcal.berkeley.edu> to log in to your new calendar account (you can also navigate to one from the other).

See also G-Suite for Education on Page 9 of this handbook.

### Enroll in Welfare Benefits\* and Configure Your Paycheck Options in UC Path

Log into UC Path, the centralized portal for all your employee transactions. You will need to authenticate with your Calnet ID. If you need assistance, contact your BRS HR contact. <https://ucpath.universityofcalifornia.edu/home>

(Utilize the menu on the left. Select “Employee Actions”)

\* Welfare benefits must be selected within the first 30 days of your official date of hire.

## Background Check

Many staff positions on campus require a background check to be performed, either before your first day or shortly thereafter. This is to protect the campus community and its assets by ensuring that individuals assigned to certain campus positions have no history of criminal behavior relevant to their employment.

If your position requires a background check, your supervisor will provide you with the documents that you will need to have with you for your appointment. To schedule an appointment online, visit <http://ucpdfingerprinting.setmore.com>. Procedures and policies for background checks can be found here: <https://ucpd.berkeley.edu/services/background-check-fingerprinting>

## Time and Leave Reporting

Caltime is Berkeley’s timekeeping system. Explore the website at [caltime.berkeley.edu](http://caltime.berkeley.edu) to learn more about how to log in and about how time is reported. Exempt staff only report leaves, such as vacation and sick leave, on a monthly basis. Non-exempt employees report time worked on a bi-weekly basis. Faculty do not report time, but may have staff reporting to them, so will need to become familiar with Caltime to be able to approve their hours.

## Add Contact Information to Campus Directory

This is required to use certain campus systems.

- Go to: <https://calnet.berkeley.edu/directory/update/> and click on “Authenticate.”
- Log in with your CalNet ID and passphrase and edit your information.

# II. ACTIONS TO TAKE YOUR FIRST WEEK/MONTH

## Schedule Meeting with Director of Administration

To get oriented to the department, contact the Director of Administration, Roia Ferrazares, [roia@berkeley.edu](mailto:roia@berkeley.edu) in your first weeks.

## Complete Mandatory Trainings

All staff and faculty are required to take UC Sexual Violence and Sexual Harassment Prevention Training, Complete Cyber Security Awareness Training, Ethics Briefing for New Employees. To enroll in a New Employee Orientation session, go to the UC Learning Center (<http://hrweb.berkeley.edu/learning/online-learning>).

Additionally, new faculty who handle student records should take the FERPA training:

<https://registrar.berkeley.edu/academic-policies-procedures/ferpa>. Please contact your BRS HR contact if you have any questions regarding any of the required trainings.

## Physics Required Training

- **BEP (Building Emergency Plan)** quiz should be taken after reading the Building Emergency Plans for the applicable building you are requesting access for Birge, Physics North or Campbell. These plans are located under additional resources at the end of this guide.
- **EHS WPS (Work Place Safety Program)** can be taken through the UC Learning Center ([LINK to training](#)). This is also known as EHS 502 and formerly IIPP (Illness and Injury Prevention Program). It can also be searched

through the UC Learning Center. When you have completed this training, take a screenshot of the screen which confirms this. If you have issues completing this training please email EHS for help ([ehstrain@berkeley.edu](mailto:ehstrain@berkeley.edu)). This site and training are administered by EH&S and not Physics. This document is the department supplement to the EHS Work Place Safety Program.

- **Computer Health Matters** is an online ergonomics training that is required by Staff, Faculty, Postdocs and Physics' paid research staff. You can access the training through the UC Learning Center or through this [link](#).
- If you are a Grad student researcher, instructor or GSI working in a teaching lab you must also complete the EHS101 Lab Safety Fundamentals Training. (link is below under Lab and Office Access header)

## Get Access to Physics Space

To establish access to Physics spaces, individuals **ARE REQUIRED** to have a Cal ID card. No exceptions. You must bring your card with you when submitting your forms. [The Access form](#) and documentation must be submitted to the 151 Physics North service desk before access is approved. Under normal circumstances, the access request form is submitted in person. Please fill in the fillable PDF forms prior to printing and sign them by hand. This will help speed up the processing time of your access request. Email Anthony at [ajvitan@berkeley.edu](mailto:ajvitan@berkeley.edu) or call (510-642-2242) prior to any in person visit.

Access Control Hours: 9am-12pm Monday-Friday in 151 Physics North.

For General questions on access, please email [physics-support@lists.berkeley.edu](mailto:physics-support@lists.berkeley.edu).

**COVID-19 additional information** - Director of Facilities, Division of Mathematical and Physical Sciences, Anthony Vitan, works on site in 158 Physics North is available for assistance. Physics buildings are provisionally open for research only as of July 1, 2020, for those that have sought, and received, access privileges for this phase. Access is prohibited without prior approval otherwise. There are no unscheduled in-person access control hours at this time. During the regional stay-at-home orders, each Physics building has specific circulation paths operating procedure requirements. Please review the COVID-19 access instructions for the building you are working in: [Birge and Physics North](#) and/or [Campbell Hall](#).

To be added in for research access you must follow the specific steps:

- Submit all required training documents to [physics-support@lists.berkeley.edu](mailto:physics-support@lists.berkeley.edu)
- Have your PI add your name to your lab google personnel data sheet and highlight the entry in yellow
- Your PI must email Anthony that they have added you and you are approved to work on site in the lab.
- Your data will be added to the campus list and you will receive a letter from UCPD that you have been approved for access. Email [physics-support@lists.berkeley.edu](mailto:physics-support@lists.berkeley.edu) when you have received approval so we can schedule you a visit to pick up keys if necessary. Metal key deposits are still required.

As of November 1, 2020, a [UC systemwide executive order](#) required all employees who access UC property will need to have obtained a flu vaccine or applicable exemption or accommodation.

As of January 26, 2021, anyone coming to campus is required to be tested for COVID-19 weekly. This includes faculty, staff, postdocs, and students who have permission to work in-person on the central campus or in campus buildings adjacent to the central campus. It also includes students receiving in-person instruction. If you only come to campus on occasion, you are only required to be current with your testing when on campus. There is an [FAQ](#) posted about these requirements on the HR website. For required testing - a list of testing locations and their hours of operations are listed on the [surveillance testing page](#).

While on campus, please practice maintain at least six feet of distance from others, wear a face mask that covers both your nose and mouth, and wash your hands.

## Get Computer Access, Resources, Equipment, and Support

Computers are provided to staff, and faculty normally have research funds from which they draw support for computer purchases.

### Wireless Internet

If you work from a laptop, wireless internet choices are dependent on whether or not you have created your CalNet ID and passphrase.

If you have not created your CalNet ID, **CalVisitor** provides a basic level of Wi-Fi with no passphrase required. To access, select CalVisitor as your Wi-Fi network. Once able, you are strongly encouraged to use AirBears2 (below) as your secure Wi-Fi connection. Note that certain campus systems may not be available via a CalVisitor connection.

If you have created your CalNet ID, the campus Wi-Fi system is **AirBears2**. Your initial connection to AirBears2 is a two-step process:

- Create an AirBears2 Key: Use your CalNet ID to login to the [Manage My Keys website](#) and follow the instructions provided.
- Configure your device/computer: Select AirBears2 as your Wi-Fi network, accept the certificate that is offered, and login with your CalNet ID using your AirBears2 Key as the passphrase. After the first login, your device should automatically use AirBears2 whenever you are within a service area (*inside almost all campus buildings*). Detailed configuration instructions for various device types [can be found here](#).

### Computer Support

The Physics Department relies on computer support provided by Campus Shared Services. For help with computer problems or installing new software, contact the Campus Shared Support (CSS) IT support team in one of the following ways:

- By phone: 664-9000, option #1
- By email: [itcsshelp@berkeley.edu](mailto:itcsshelp@berkeley.edu)
- On the web: submit an incident ticket at the following link: [https://berkeley.service-now.com/ess/create\\_incident](https://berkeley.service-now.com/ess/create_incident)

### Set Up Voicemail

If you have a campus phone installed, Cal Voicemail must be setup before you can begin listening to any new voicemails.

Visit: <https://telecom.berkeley.edu/calvoicemail>

*Tip: To call outside the University, dial "9" first; when calling within, only the last 5 digits are needed.*

- Dial 3-5530 and enter your 7-digit extension.
- Enter the default Security Code\* (your 7-digit phone number).
- Enter a new Security Code, then re-enter to confirm.
- Record your name and personal greeting.

\*Note: If your 7-digit phone number does not work when entered, contact Voice Repair at 510-642-8500 (1, 1) for assistance.

#### **To access Cal Voicemail remotely:**

- Dial 643-5530 externally or 3-5530 from any campus phone.
- Enter your 7-digit phone number.
- Enter your Security Code.

## E-Mail Listserv

Contact [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu) with your UC Berkeley email and your affiliation with the Department so you can be added to the appropriate email list. Via the listserv, you will receive e-mails from the Department Chair, Staff, and Faculty. E-mail is the main source of communication and receiving documents. It is used heavily for official department business.

## G Suite for Education

In addition to [email](#) (link is external) and [calendar](#) (link is external) that you have already created, the [G Suite for Education](#) (link is external) also provides an additional cloud-based suite of productivity tools, which include:

- [contacts](#) (link is external)
- [drive](#) (online storage)(link is external)
- [groups](#) (bConnected Lists)(link is external)
- [keep](#) (link is external)
- [hangouts](#)(link is external)
- [meet](#)(link is external)
- [sites](#)(link is external)
- [tasks](#)(link is external)

Collectively, these are known as core apps. These core apps are available to the UC Berkeley community (current students, faculty, staff, and certain affiliates) at no-cost, with no advertisements. These apps are covered under the University of California systemwide contract with Google.

## Zoom

As of March 2020, Zoom Licensed/Pro accounts (without add-ons) are now available for faculty, staff, and registered students due to instructional resilience coverage, free of direct charge. Click [Sign In](#) to get an account immediately. Licensed/Pro accounts allow unlimited meeting length.

## Berkeley Box

Box is a cloud-based file server which allows users to share individual, group, or departmental files, including documents, photos, research, and more.

Box is a good solution when you:

- Need to manage a collection of files for your department or group, retaining departmental ownership of files
- Want granular control over what each user is allowed to do with the files they have access to
- Would like metadata, tags, and commenting features
- Want to utilize real-time co-authoring in Microsoft Office products
- Need the ability to collaborate with colleagues outside of UC Berkeley

More information can be found at: <https://bconnected.berkeley.edu/collaboration-services/box>

## WarnMe/ Nixle Emergency Alert Service

WarnMe/Nixle is Berkeley's emergency notification system; it's activated to send alerts when there is an immediate threat to the health and safety of the campus community.

- Go to: <https://warnme.berkeley.edu>
- On the right side, click "Faculty, Staff and Other Affiliates."
- Log in with your CalNet ID and passphrase.



- Add your phone number to the Text Message/SMS line and select “1” as your priority.
- Click “Submit Information.”

## Make Parking & Transportation Arrangements

Visit UC Berkeley Parking and Transportation website to review your options: <http://pt.berkeley.edu>

Sign up for WageWorks: [www.wageworks.com](http://www.wageworks.com), a pre-tax commuter benefits services program. Benefits include annual parking permits, annual clipper card (Translink), and other non-UC parking and vanpool fares benefits.

## Bear Transit

*COVID-19 additional information-Bear Transit is operating in a limited capacity. Please visit their website for the most up-to-date information regarding these routes.*

Bear Transit is UC Berkeley’s shuttle system, servicing the campus and vicinity. For information about Bear Transit including routes, hours of operation, and schedule, please visit the Bear Transit website:

<https://pt.berkeley.edu/BearTransit>

## Employee Parking Permits

At UC Berkeley Campus, to be eligible for a parking permit, you must be affiliated with the University. The following types of parking permits are available:

- Annual parking permit
- Temporary monthly permit
- Daily scratch-off permit

For information about permit fees, rules, and maps, please visit Berkeley Parking and Transportation website:

<https://pt.berkeley.edu/parking/employee-parking-permits>

## AC Transit

AC Transit bus operates in the East Bay, including the UC Berkeley campus. Detailed information about routes and maps that serve the East Bay is located at the AC Transit website: <http://www.actransit.org/>.

## Bay Area Rapid Transit (BART)

Bay Area Rapid Transit (BART) connects the San Francisco Peninsula with Berkeley, Oakland, Fremont, Walnut Creek, Dublin/Pleasanton and other cities in the East Bay. Detailed information about routes and maps that serve the East Bay is located at the BART website: <https://www.bart.gov/>.

## Review Campus Mail Policy and Guidelines

The Campus mail system is reserved exclusively for University business. Employees may receive personal shipment(s) through a carrier such as UPS or Federal Express when delivered directly to a department. Outgoing personal mail must be deposited in a US Postal Service mailbox. Campus Mail Services will not pick up or process personal mail left in Campus mail drops.

Faculty, Staff, and Lab Group mailboxes are located in 366 Physics North. Mail is received from USPS, Lawrence Berkeley National Lab (LBL), and campus mail. Mail should be picked up on a regular basis. Lab Group mail should have a delegate assigned to picking up group mail.

**Department mailing address:**  
**366 Physics North MC #7300**  
**Berkeley, CA 94720-7300**

Refer to the Campus Addressing Guidelines for additional information:

<http://mailservices.berkeley.edu/incoming/guidelines>

## **Become Familiar with Front Office Machines**

### ***Copy/Fax Machine***

There is a Copy/Fax Machine located in the front office. This is a general use machine that can be used for scanning/copying/faxing. Exams and coursework should not be copied on the front office machine – questions regarding these jobs should be submitted to [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu) for additional clarification.

### ***Shredding Machine***

There is a shredding machine located in the front office. All sensitive and confidential materials that need to be recycled should be run through the shredder. It can take about 10 sheets maximum at a time without jamming. Non-confidential shredding can be taken to Physics North 151 to be placed in the large blue bin for disposal for larger removal jobs.

## **Become Familiar with Conference/ Meeting Rooms**

### ***Booking/Reserving Conference Rooms***

The Physics Department has control over 4 conference rooms – 375 Physics North, 468 Birge Hall, 328 Birge Hall, and 324 Physics South. Contact the [physics\\_admin@berkeley.edu](mailto:physics_admin@berkeley.edu) to reserve these rooms for meetings. For room reservations relating to teaching, reach out to Physics Student Services at [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu).

### ***Kitchen***

The kitchen is accessible by key from the main door, or with a code through room 375. Inside there are two refrigerators. The one on the left is the staff fridge, the one on the right is for the development team to store drinks and food for events. The microwave and toaster oven are available for staff and faculty to use. Please be sure that the sink does not have dirty dishes in it. For access, please contact Roia Ferrazares, [roia@berkeley.edu](mailto:roia@berkeley.edu) or Marissa Gardner-Saraf, [marissas@berkeley.edu](mailto:marissas@berkeley.edu).

## **Schedule Campus Orientation and Tour**

New Employee Orientation is held roughly every other month. We encourage new employees to attend as soon as possible after beginning work at Berkeley - you'll learn about campus culture, gain understanding of your benefits, and discover more about resources and opportunities available to staff.

At the end of the information session campus offers a guided campus tour leaving from University Hall at 11:30 a.m. For information campus tours, including tours of the Campanile which is free with your Cal ID, visit

<http://www.berkeley.edu/visitors/>

## For New Faculty Members

### Startup Funds

Startup packages typically span five years and funds should be consumed within that time. Director of Administration, Roia Ferrazares, is normally the one to walk you through your start-up agreement in your first weeks at Berkeley. To request the use of startup funds, contact the Physics Finance Manager, Marissa Gardner-Saraf.

- **Research funds:** these funds may be used for any valid research expense, including funding a research scientist, equipment, supplies, travel, up to 3 months summer salary and benefits each year, graduate student or post-doctoral support or tuition, or administrative assistance.
- **Grad Student Support funds:** these funds are restricted to the support of students and the student(s) to be supported must be identified before requesting these funds.
- **Faculty Recruitment Allowance:** this may be taken at any point but is subject to repayment (pro-rated) if employment ends within the initial five-year period.
- **Other funds:** if you received funding not described above, contact the Physics Finance Manager for details on the use of these funds.

### Teaching

Contact Student Services ([physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu)) to get set up to teach and to answer any questions. You can expect to receive an Instructor Guide which serves as a guide for continuing and new instructors (Faculty and Lecturers) and Head GSIs. It covers the basics of course logistics and policies. It will be sent to you before the start of the Fall Semester.

### Set Up bCourses

You will be able to set up your bCourses site once your hiring paperwork and process is complete. Get started by visiting: <http://bcourses.berkeley.edu>.

### Academic Calendar

The academic calendar for fall and spring semester, as well as summer sessions, listing critical dates and the Religious Creed policy, can be found at: <http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current>

### Center for Teaching and Learning

The Center for Teaching and Learning (CTL) promotes teaching and learning at Berkeley by providing consultation and program facilitation on all aspects of teaching, as well as administration of teaching-related awards, fellowships, and grants. CTL provides support for the Committee on Teaching of the Berkeley Division of the Academic Senate, the Colleges and Schools, as well as academic partners across the campus that supports the mission. To learn more, visit: <http://teaching.berkeley.edu/> and <http://teaching.berkeley.edu/resources/new-campus>. For information on policies and procedures related to **graduate education**, visit: <http://graddashboard.berkeley.edu/>

### Teaching Remotely

During events that disrupt ordinary instruction, there is a growing need to find other times and ways to deliver instruction, engage with your students, and keep your class moving along. Remote teaching technology can play a role, and we can help: Here you will find a few recommended options and instructions, and we encourage you to reach out to our Instructional Support Team led by Amin Jazaeri if you would like some hands-on training.

### Campus Remote Instruction Guide

A Remote Instruction Guide has been developed specifically for UC Berkeley instructors and GSIs and serves as a resource on how to use your bCourses site as your virtual classroom, develop asynchronous instructional materials, foster student-to-student interaction, and reimagine assignments and exams for a remote format. This campus guide is

provided in bCourses as a self-enrollment course and is available on the Research, Teaching and Learning website: <https://rtl.berkeley.edu/get-started>

Campus has also shared the [Report from the Fall 2020 Instructional Planning and Policy Task Force](#), which is now posted on the Academic Senate website. This report includes guidance and recommendations which may be useful for instructors as you prepare for and engage in remote and hybrid instruction this fall semester.

**COVID-19 additional information-** During the Pandemic and Shelter-in-Place, there is a limited in person instruction. Many Spring 2021 courses and all events, colloquia and seminars are planned to be held remotely, through Zoom. Provisional approval for a small subset of undergraduate courses to be held in-person has been given. For more information about which courses are to be held in person or remotely, contact the physics student services at [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu).

**We strongly encourage faculty, instructors, and GSIs to read these campus resources, which include guidance on aspects of instruction unique to remote, online, and hybrid formats, including academic honesty and integrity, a/synchronous access to lectures and other instruction, guidance on accommodations for remote instruction, and guidance on non-lecture based courses.**

## Teach Live or Pre-Record Your Presentation

### *Live Sessions*

Instructors should plan to set up a virtual space in Zoom so that students can tune in synchronously during the planned course time, as reflected on the course schedule. Use Zoom Videoconference webpage, <https://berkeley.zoom.us/> to learn how to create/manage a Zoom meeting room and share the meeting information with students. Please stick to the planned course schedule wherever possible as this provides stability and predictability for students.

### *Recorded Lectures*

In some cases, instructors may be given permission to record their presentation at their own convenience and make it available to students asynchronously. **Kaltura** is a web-based video management platform that allows UC Berkeley instructors, students and staff to upload, edit, manage and share videos and other media. Beginning in July 2020, Kaltura can be accessed from [bCourses](#) Canvas). Recordings from a variety of tools, including [ETS Classroom Course Capture](#), [Zoom](#), and [Kaltura Capture](#) (desktop application) can be saved directly to Kaltura.

## Equipment for Teaching

Equipment you may need for teaching remotely. Please contact our Instructional Support team led by Amin Jazaeri if you would like to discuss equipment for teaching.

## Lecture Demonstrations for Physics 5, 7, 8, 10 or 21

The physics database of lecture demonstrations and ideas for demonstrations and experiments for your course can be found at: <http://physics.berkeley.edu/resources/instructional-support/lecture-demonstrations>. Contact Roberto Barrueto: [tseero@berkeley.edu](mailto:tseero@berkeley.edu) or James Little at: [j.little@berkeley.edu](mailto:j.little@berkeley.edu) or visit them in 72 Physics North for assistance.

## Lab Schedule for Physics 7 and 8

Our Lab Manager, Terry Buehler, will assist you with the student lab selection and schedule for Physics 7 and 8. Please contact Terry Buehler at: [buehlert@berkeley.edu](mailto:buehlert@berkeley.edu).

## Classroom Changes and Other Room Requests

All scheduling/room requests should go through student services at: [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu).

**For Reoccurring Classroom Requests** - The deadline to request a larger room, time change, and/or new discussion section for your course is the Friday of the second week of instruction every term. Instructors must submit room requests to Kathleen Cooney: [kathleen.cooney@berkeley.edu](mailto:kathleen.cooney@berkeley.edu) and located in 374 Physics North, in Student Services as soon as possible, but no later than 11am on the Friday of the second week of instruction. You will receive notification regarding your requests as soon as an assignment is made.

**One-Time Room Lecture/Classroom Requests** - Special event and one-time room requests for a room Monday-Friday between 8am-6pm will not be processed by Central Scheduling during the first four weeks of the semester. On or after the fourth week, please submit one-time room requests by email to [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu). Requests must be submitted at least 3 days (not limited to business days) prior to the day of the event. Central Scheduling will not process exceptions.

NOTE: To insure timely processing of your requests, email: [physics-student-services@lists.berkeley.edu](mailto:physics-student-services@lists.berkeley.edu).

## Research

To get your experimental lab registered with Environment, Health, & Safety website to get started:  
<https://ehs.berkeley.edu/how-do-i-set-new-lab-0>

- Email [ehs@berkeley.edu](mailto:ehs@berkeley.edu) to have your new lab set up in our database.
- Populate your lab roster with the [Labs @ Berkeley \(L@B\) roster tool](#) and designate at least one Laboratory Safety Contact (LSC). You may specify yourself as the LSC, but it is strongly recommended that you choose an additional lab member as well in case you are unavailable.
- Go into the Laboratory Hazard Assessment Tool ([LHAT](#)) and fill out a hazard assessment.
- Find out what trainings you are required to take.
  - All lab personnel must take EHS 101. You can sign up using the [UC Learning Center](#).
  - [Required Safety and Compliance Training for Researchers](#)

### *If your lab uses chemicals*

- You and all members of your lab must take spill response and Hazardous Waste Program ([HWP](#)) training. Spill response can be done online through the [UC Learning Center](#). You will be prompted to take the HWP training the first time that you log in.
- Set up chemical inventory.
- Print and post [door signs](#).
- Complete, review, and sign your [chemical hygiene plan](#).
- Generate Standard Operating Procedures (SOPs).
- Make sure that you have a chartstring for requesting waste disposal. Talk to your department's financial coordinator if you are unsure of what this means.
- Fume hoods.

### *If your lab uses blood-borne pathogens, recombinant DNA, or transgenic animals*

- [Request a Biological Use Authorization](#) (BUA).
- Enroll to take EHS 203: PI Responsibilities using the [UC Learning Center](#).

### *If your lab works with Radioactive Materials or Radiation-Producing Machines*

- [Request a Radiation Use Authorization](#) (RUA).

### *If you will be using Lasers or Non-Ionizing Radiation Sources*

- [Submit a Laser Use Registration](#) (LUA).
- Enroll in the class "EHS 301 - Initial Laser Safety" using the [UC Learning Center](#).

### *If your lab will be doing research using Controlled Substances*

- [Request authorization](#) to use Controlled Substances.
- Get a [background check](#).

### *If your lab will be doing research using human subjects*

- Contact the Office for the Protection of Human Subjects ([OPHS](#)).

## III. POLICIES AND PROCEDURES

### Student Privacy and Safety

The relationship between staff and students is governed by state and federal law—especially the Federal Family Educational Rights and Privacy Act (FERPA)—and makes life at a university different from life at other workplaces. Please read about FERPA and be mindful of student privacy. Please visit Register Office for more information: <http://registrar.berkeley.edu/GeneralInfo/ferpa.html>

The law has many provisions, but here is the University's overall statement on FERPA:

*The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) and in part by the State of California Education Code. It is the purpose of these policies to provide reasonable interpretations of those laws and to protect the student's right of privacy as guaranteed by the Constitution of the State of California. When the law is silent, the campus shall be guided by two principles: (1) the privacy of a student is of great weight, and (2) the information in a student's file should be disclosed to the student on request.*

### Sexual Harassment Prevention and Reporting

UC Berkeley is making continuous efforts to prevent sexual harassment and sexual violence on our campus, including revised education requirements for members of the campus. These educational sessions are a critical part of understanding our role in ending harassment and violence. The Physics Department takes its responsibility to protect the safety and well-being of its students seriously.

**New and continuing faculty and staff employees are required to receive sexual harassment and violence awareness and prevention training, including specific information on their obligations to report sexual violence, within 90 days of hire.** You can expect to receive a link to this training from the UCOP learning management system. Your prompt action is expected.

The framework for this training is designed to encourage behavioral change to help reduce violence, to build a culture of trust, and most importantly, to increase the safety for all populations on campus.

The Berkeley campus offers **confidential support or advocacy** for those that have experienced sexual harassment through the [PATH to Care Center](#) at [510 642-1988](tel:5106421988). Berkeley's [survivor support website](#) has valuable information about what constitutes sexual violence and sexual harassment. This [support handout](#) offers a comprehensive view of resources available on campus. We encourage you to familiarize yourself with these services so that you can call upon them if you or anyone you know should need them.

It is important to emphasize that Physics Department instructors and staff are all “Responsible Employees,” which means it is our obligation to report to the Title IX office or its designee any allegations of sexual harassment or violence that we learn of. New [University of California system-wide policies](#) regarding the reporting of, and response to, incidents of [sexual harassment, violence, or discrimination](#) pertaining to students, staff, and faculty are designed to increase fairness and transparency. I encourage all our staff and faculty and grad students to remind themselves of this responsibility by reading the FAQ about [UC's Responsible Employee designation and attendant obligations](#).

The University's Tang Center provides general medical care for students, regardless of insurance status. Faculty and staff who have been hurt during the course of their employment may also receive treatment at Tang. If anyone has concerns

or questions about the campus policy or procedures to address complaints of sexual harassment and sexual violence, please contact the staff in the Office for the Prevention of Harassment and Discrimination (OPHD) at: [ask\\_ophd@berkeley.edu](mailto:ask_ophd@berkeley.edu) or by calling [510 643-7985](tel:5106437985).

## Information Security and Policy

The use of campus electronic resources under University jurisdiction must comply with University of California policies, rules, and regulations, as well as local, state, and federal laws. The University of California Electronic Communications Policy (ECP) governs all electronic communications, whether by the Web or other developing media. The Berkeley Campus Computer Use Policy governs all campus computing and networking activities. Review the computer use policies here: <https://security.berkeley.edu/computer-use-policy>

## Disability Accommodations

A student may inform you that they have a disability-related accommodation for your class. They may provide you with emergency medical information or if they need special arrangements in case the building must be evacuated.

For more information about the Disabled Student Program, visit them online at [dsp.berkeley.edu](http://dsp.berkeley.edu).

## Code of Conduct

The University's Statement of Ethical Values and Standards of Ethical Conduct commits everyone in the UC community to the highest ethical standards in furtherance of the University's mission of teaching, research, and public service. It identifies the University's core ethical values as integrity, excellence, accountability, and respect.

To view it as a PDF: [http://ethics.berkeley.edu/sites/default/files/standards\\_of\\_ethical\\_conduct.pdf](http://ethics.berkeley.edu/sites/default/files/standards_of_ethical_conduct.pdf)

## Diversity, Equity & Inclusion

### Physics Department Mission Statement

Commitment to diversity is central to the Physics Department's mission, and critical for maintaining our leadership status in research and education going forward. Diversity provides the experience and knowledge that is needed to fulfill UC Berkeley's public mission to welcome and serve all segments of California's population, which in turn facilitates better research, better teaching and better public service. Diversity ensures that a wider range of ideas and opinions are contributing to our excellence, and that we welcome and retain the best physics students, faculty, and staff. The Physics Department is committed to inclusive excellence in both the support of the mission of the University of California in educating the diverse population of the state, as well as in preparing our students, faculty and staff to excel in an increasingly diverse global community.

In furthering this mission, all Physics community members are asked to:

1. Be respectful and professional in conduct and speech. Learn the names of your colleagues and address them with their names.
2. Refuse to initiate, participate, or condone discrimination and harassment.
3. Avoid race-based or culturally offensive humor or pranks. When in doubt, leave it outside the workplace and classroom.
4. Never comment on someone else's body. Focus on people's work not on their bodily traits. Do not label people based on these.
5. Do not put emphasis on the age and inexperience of the young in a group of colleagues consisting of people with different ages. Likewise, the young should not act biased towards elders in the workplace or classroom.
6. Use inclusionary language, not exclusionary. While sex defines specific physical or biological features, gender refers to culturally and socially determined roles expected from different people based on their sex. Roles

thought to be particular to men and women are often limiting and discriminatory. Avoid sexist idioms, proverbs and expressions in your language.

7. Pay particular attention that resources are distributed evenly and shared in a way that does not give preference to some over others. This might mean that no one person should be allowed to take an inordinate amount of a professor's time if others are waiting, or jump to claim a research opportunity when others should be considered for it as well.
8. Welcome others into our public spaces where appropriate. Do not rely on bias and stereotype to make assumptions about who belongs, or doesn't belong, in our spaces.
9. Learn the pronouns of the people you teach and work with. Some individuals may identify as transgender or queer and would prefer not to be referred to as he or she.

To learn more about what form microaggressions can take, see [this list](#) that is used during E&I trainings.

## Department Statement on Harassment and Discrimination

At UC Berkeley we strive to make all spaces inclusive and welcoming to all members of the Cal community. Faculty, Graduate Student Instructors and all other teaching staff have a particular responsibility in creating learning environments where students bring their full selves into a classroom thus allowing them to stretch to their fullest academic potential.

Creating an inclusive space for transgender and gender expansive students requires instructors to consciously insert new practices into how they manage their classrooms. This tip sheet will hopefully get you started in reducing or eliminating any unintentional exclusionary practices. Please review the resources at the following link on the Equity and Inclusion website: <https://campusclimate.berkeley.edu/students/ejce/geneq/resources/publications-media-faqs/resources-classrooms-and-groups>

To achieve its mission, the Physics Department is committed to enforcing the University's policies on nondiscrimination, sexual harassment and sexual violence, sexual misconduct, and appropriate conduct. The Physics Department and the Physics community at UC Berkeley will not tolerate unlawful discrimination or harassment in any form and will work aggressively with campus to provide immediate access to the resources necessary to support individuals who feel they are victims of unlawful harassment and/or discrimination.

## IV. GENERAL INFORMATION ABOUT CAMPUS

### Emergency Numbers

911 from either a campus telephone or a cell phone will always reach emergency services. But, since a cell phone can make it difficult for emergency services to pinpoint your location, consider these alternate numbers, best practice is If you are on campus and there is an emergency \*\*THE NUMBER TO CALL IS UCPD, they will have the fastest response time. All numbers are below.

**UC Berkeley Police Department: 510-642-3333**

**City of Berkeley Police/Fire Departments: 510-981-5911**

*Non-Emergency Numbers:*

University Police: 510-642-6760 (off-hours/weekend)

UC Berkeley Environment, Health and Safety: 510-642-3073

If you are on campus and there is an emergency \*\*THE NUMBER TO CALL IS UCPD, they will have the fastest response time.



## Packages/Stock Room/Purchasing

Our "Procure-to-Pay" system, BearBuy, provides staff, faculty, graduate students with active appointments and other employees with an intuitive, easy to use interface, catalog shopping and electronically-enabled workflows. UC Berkeley staff, faculty, graduate students with active appointments and all other student employees are Shoppers, and must have logged into BearBuy once to obtain access. As a shopper, you can enter requests into BearBuy via a shopping cart and assign your cart to a staff member to submit. Shoppers can edit cart, create multiple carts, unassign carts and re-assign carts.

All goods purchased by the Physics Department Shoppers via BearBuy are delivered to Physics Receiving for processing. The staff in the Receiving department inspects the shipments, reconciles the packing slips against the PO and notifies the recipients via BearBuy that their shipment is ready for pickup. The Physics Receiving and Shipping services are located in Room 151 Physics North.

Domestic, international and freight shipments that we process must be done through Fedex Express. To have your item sent out by us please fill out this [form](#). Before submitting your completed form please validate your SpeedType [here](#). If you do not wish to have your outgoing shipment processed through Fedex you must source your own shipping and process the order through Bearbuy. We don't offer any other services other than Fedex Express for outgoing shipments.

We have Fedex and UPS boxes and envelopes for your use. We also have a limited supply of empty boxes and packing materials. Please check with the Service Desk to see what is available. Users/labs are responsible for packing their own boxes prior to being shipped. We can't take any liability in the event of damage. In the event of damage the requestor (labs/user) must make a claim with Fedex.

Please note that we do not have the capability of shipping hazardous materials, goods or gases. If you wish to ship them please contact EHS' shipping specialist [here](#).

Do not have personal packages sent to 151 Physics North. We are unable to process personal packages per department policy.

If you need help with shipping, receiving or equipment please email [Physics Support Services](#).

## Committees

The department has various committees in which staff, faculty, graduate students, and undergraduates serve during the Fall and Spring semesters. The committees are delegated and assigned by the Chair of the department and assigned in the Fall semester. Each committee has a chair and/or co-chair and a staff lead.

## V. DEPARTMENT CULTURE

### Department Seminars

*COVID-19 additional information- Note that in Spring 2021, all seminars, lectures and colloquia will be online. Announcements about how to tune in via Zoom will be shared via the listserv.*

### *Fall and Spring Colloquium Series*

During the Fall and Spring Semesters, the Physics Department hosts weekly colloquia presented by accomplished scientists from all over the globe. These lectures showcase cutting-edge physics and inspire the broader community to participate in science. These lectures are free and open to the public. All lectures start at 4:15 PM on Mondays in #1

Physics North. Titles and abstracts are posted on the Physics webpage and includes past lectures. Please see our [Colloquia and Videos page](#) for additional information.

### *Fall and Spring Condensed Matter Seminars*

During the Fall and Spring Semesters, the Condensed Matter Group hosts weekly seminars. These lectures are free and open to the public. All lectures start at 2:30 PM on Mondays in #3 Physics North. Titles and abstracts are posted on the Physics webpage and includes past lectures. Please visit the Physics website for additional information.

### *Oppenheimer and Segré Lecture*

The Segré Lecture occurs in the Fall semester and the Oppenheimer Lecture occurs in the Spring semester and highlights trends, discoveries and groundbreaking research. These lectures are held at the I-House and is free and open to the public.

## **Annual Department Events (Cal Day, Holiday Parties, Summer BBQ)**

*COVID-19 additional information- Note that all in-person events on campus are cancelled through at least March, 29, 2021. This date is subject to change depending on public health directives. Announcements about remote options for events will be shared via the listserv.*

### *Cal Day*

Cal Day, our one-day open house festival for anything and everything Berkeley. Tens of thousands of people, as well as new UC Berkeley admitted students, will gather on campus to attend hundreds of events during the spring semester to celebrate. During Cal Day 2019, more than 40,000 people attended, and there were more than 400 booths staffed by student groups, campus departments and organizations.

The event is free and open to the public and is often listed as a must-attend San Francisco Bay Area event. Attractions include faculty talks, campus tours, music and dance performances, and science and art activities for kids. Admission to all of Berkeley's museums is free, including some facilities that are open to the public only on Cal Day. The physics department hosts over 20 events and we ask for volunteers to help support our department during this time.

### *Holiday Parties*

During the month of December, the department organizes holiday parties for staff, faculty, and students. Keep an eye out for information about these parties toward the holidays.

### *Summer BBQ*

The Physics department celebrates the end of the school year with an annual Physics department BBQ. The event is open to all Physics department affiliates.

## **Physics News**

To keep up with these communications, ensure that you are checking your berkeley.edu email address on a regular basis.

### *Physics Annual Magazine*

The Physics Annual Magazine is mailed to alumni, friends of UC Berkeley Physics and highlights the milestones within in the department during the year. The most recent department magazine is located in PDF form on the website:

<https://physics.berkeley.edu/news-events/news/20191104/2019-physics-department-magazine>

### *Physics Newsletter*

The Physics Newsletter is a monthly newsletter for alumni & friends of UC Berkeley Physics and is sent via email.

### *Physics Administration Newsletter*

This newsletter is emailed to faculty and staff through the listserv periodically with timely updates on administrative matters.

### **Social Media Accounts**

Follow our social media accounts to updated department related news and videos of our lectures.

Facebook: <https://www.facebook.com/Physics-at-Berkeley-144100120091/>

Twitter: <https://twitter.com/berkeleyphysics>

Youtube: [https://www.youtube.com/results?search\\_query=berkeley+physics](https://www.youtube.com/results?search_query=berkeley+physics)

## **VI. ADDITIONAL RESOURCES**

### **Building Emergency Plans (BEP) for Birge Hall, Physics North and Campbell Hall**

[\*\*Birge BEP\*\*](#)

[\*\*Physics North BEP\*\*](#)

[\*\*Campbell Hall BEP\*\*](#)

[\*\*Emergency contact list\*\*](#)

[\*\*Org Chart\*\*](#)

[\*\*Contact Sheet\*\*](#)

[\*\*Campus Map\*\*](#)

## **VII. ADDITIONAL RESOURCES FOR NEW FACULTY**

Congratulations on your offer of a ladder-rank faculty position at UC Berkeley! Below are additional links to information to support your transition and success:

- Locating [housing](#), including rental housing, neighborhood profiles, and realtor tours
- Resources for [families](#), including childcare, schools, and eldercare
- Information on [UC benefits\(link is external\)](#)
- Employment support for [partners and spouses](#)
- Information about living and working in the U.S. for [international faculty](#)
- Professional development opportunities through our institutional membership with the [National Center for Faculty Development and Diversity \(NCFDD\)](#)

### **Office for Faculty Equity (OFEW)**

The Office for Faculty Equity (OFEW) is committed to the full participation in academic careers for all scholars, including individuals who are members of groups that have been historically underrepresented in higher education such as women, ethnic minorities, religious minorities, individuals with disabilities, veterans, lesbian/gay/bisexual/transgender,

and others. This office also provides information and advice on a variety of issues important to faculty welfare through advocacy and workshops. Visit their website for more resources: <https://ofew.berkeley.edu/consultation>.

Through the OFEW, faculty members can sign up to meet a campus faculty mentor or attend an event sponsored by the Berkeley Faculty Link Program. Faculty Link is a new pilot program for Berkeley senate faculty. The program is funded by a grant from the UC Office of the President for three semesters (spring 2020 and AY 2020-21). The program's goals are to promote satisfaction, success, and an overall sense of belonging by providing access to information, advising, and networks for all senate faculty members, and especially those from underrepresented or minoritized groups. Drawing from common elements of traditional mentoring programs, faculty professional development workshops, and affinity groups, the program includes two components: regular faculty-led events, and faculty available for one-on-one advising. More information can be found on the OFEW website: <https://ofew.berkeley.edu/welfare/faculty-link>.

### General HR-Related Questions

If you are interested in learning more about the faculty merit and promotion cycle, have questions about the tenure process, leaves and benefits or other general HR-related questions, contact Physics Academic Personnel Analyst for Faculty, Marissa Dominguez, [mdominguez@berkeley.edu](mailto:mdominguez@berkeley.edu).

### Hiring Postdocs or Student Researchers

If you have questions about hiring postdocs or student researchers, please contact Berkeley Regional Services HR Partner Christy Welden, [cwelden@berkeley.edu](mailto:cwelden@berkeley.edu).

## VIII. THINGS TO DO IN BERKELEY

*COVID-19 additional information - As of January 25, 2021, the City of Berkeley implemented a Risk Reduction Order that restricts several activities and gatherings. Please consult the City of Berkeley website:*

*<https://www.cityofberkeley.info/covid-19/> for up-to-date information about current restrictions.*

### Perks

Most campus events and museums offer discounts to faculty, staff, and students. Your Cal 1 Card photo ID will make it easier and quicker to get discounts on the events and services. Check the UC Berkeley website for a list of extra 'perks when it comes to being on the UC Berkeley campus: <https://hr.berkeley.edu/compensation-benefits/perks>.

### Watch a Game @ Cal Athletics

Browse events, information, and schedules of the 30 teams in the Cal athletics programs. Discounted tickets may be available. For additional information, please visit the Cal Athletics website: <https://calbears.com/>

### Experiences the Arts with Cal Performances

Cal Performances provides high-quality, professionally produces performing arts experiences. Discounted tickets may be available. For additional information, please visit the Cal Performances website: <https://calperformances.org/>

### Visit Berkeley Attractions

All offer free admission with your Cal 1 Card.

### Campanile

A UC Berkeley landmark conveniently located outside the Physics North building. For additional information, please visit their website: <https://campanile.berkeley.edu/>

## **Botanical Gardens**

The 34-acre UC Botanical Garden is one of the most diverse landscapes in the world, with over 10,000 types of plants including many rare and endangered species. For additional information, please visit their website:

<https://botanicalgarden.berkeley.edu/>

## **The Lawrence Hall of Science**

The Lawrence Hall of Science is a public science center that offers hands-on science exhibits, designs curriculum, and offers after school science resources to students of all ages. For additional information, please visit their website:

<https://www.lawrencehallofscience.org/>

## **Hearst Museum of Anthropology**

For additional information, please visit their website: <https://hearstmuseum.berkeley.edu/>

## **Berkeley Art Museum and Pacific Film Archive (BAMPFA)**

The Berkeley Art Museum and Pacific Film Archive are a combined art museum, repertory movie theater, and archive.

For additional information, please visit their website: <https://bampfa.org/>

## **Be Well at Work**

Faculty and Staff health programs at UC Berkeley that help employee health and well-being that lead to a more engaged and productive workforce. This is accomplished by providing prevention services addressing ergonomics, wellness, and work/life through a continuum of treatment services from employee assistance, occupational health, and disability services. Read about each program at the University Health Services website: <https://uhs.berkeley.edu/bewellatwork>

## **Take a WorkFit Class**

Take advantage of our WorkFit program, which are free to the public and easy to access. Choose from over 40 professionally led, convenient classes available on Zoom every week. Whether you try Yoga, Simple Strong, or Zumba, you'll find a fun, effective workout with instructors who meet you where you're at in your fitness journey. WorkFit U is a wellness program also available to help faculty and staff with a more holistic view of how to live a healthier lifestyle. For class descriptions, schedules, and registration information, please visit the WorkFit website:

<https://recsports.berkeley.edu/fitness-wellness/workfit/>

## **Eat at One of Berkeley's Beloved Restaurants**

The list is far too long to include them all but here are a few of our favorites:

### ***Great China***

Serves Northern Chinese fare in a modern atmosphere and offers space for gatherings with friends and family.

### ***Tacos Sinaloa***

Compact taco shop will tacos, burritos, and other classics, which includes several vegetarian options.

### ***The Cheeseboard Collective***

A pizzeria, bakery & cheese shop, this spot serves 1 style of veggie pizza per day & limited seats.

### ***Gather***

Kitchen, Bar & Market with locally-sourced comfort foods.

### ***U-Cha Boba Shop***

U-Cha boasts a variety of drinks in addition to the classic milk teas and tapioca pearls.