

# NEST Building Policy

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## Mask Policy

- The mask policy within NEST will adhere to current municipal guidelines set by the Oregon Health Authority (OHA) for *indoor, private* spaces. There is not a current masking mandate in place, but the OHA strongly recommends the following:
  - All individuals that wish to wear a mask continue to do so.
  - All people support the right of other individuals to choose whether and when to wear a mask.
  - Individuals review the [Centers for Disease Control and Prevention's \(CDC\) Community Levels](#) to understand the rate of COVID-19 transmission in their community.

## Security and Safety

- Doors may not be left ajar or unlocked without someone being within eyeshot of the door.
- All doors must be locked if there is no one within eyeshot of the door.
- All exterior scissor gates must be locked when the building is not occupied.
- The main building roof is scheduled for maintenance which has been deferred, and its structural integrity is in question. Occupants may access the main building roof for maintenance, security, or other essential purposes. No recreational access to the main roof is permitted at this time. Occupants who access any roof do so at their own risk.

## Keys

- If there is a need for another key to NEST, contact BEST staff.
- If a key needs to be lent out for a short period of time, let BEST staff know and share contact information of the person who is responsible for the key.
- If a key goes missing, let BEST staff know immediately.
- All tenants are responsible for letting BEST staff know the names and contact information (phone and/or email) for keyholders from their respective organizations.

## Occupancy/Guests

- Only staff, tenants, and employees may hold keys or door codes. The building shall be occupied only by NEST staff, tenants, their employees, volunteers, contractors/repair-persons, and legitimate business guests. Friends of tenants may only visit under direct supervision.
- Should a tenant need to permanently or temporarily issue or loan a key or door code to a previously unlisted individual, the tenant must submit a request to and receive approval from NEST staff. The request must include the individual's name, contact info, and duration of occupancy. Before issuing the key or door code, the tenant must ensure the new key holder reads and understands this document in its entirety.

## Notices and requests

- To keep an open and healthy line of communication, please bring general building requests to BEST staff. Please do not post general building notices or requests in the common space without first communicating with BEST staff.
- Non-urgent building requests and topics may be brought up for discussion at NEST tenant meetings, either in person or by request through BEST staff.

## Maintenance

- Submit all building maintenance requests to BEST staff.
- Let BEST staff know if you notice that a general-use supply is running low, such as paper towels, soap, or toilet paper.