

March 3, 2021

Dear Colleagues,

We hope everyone is doing well during these strange and difficult times. Now that the COVID-19 vaccine is being distributed, we can all metaphorically see the light at the end of the tunnel. We are hopefully getting closer to normal, and we will finally be able to see our students and each other in person! Hopefully, this will provide opportunity to gather with family and engage in the social activities that we have been missing.

On February 8, you received a memo from Palomar College leadership stating the importance of COVID-19 vaccination and its impact on our plans to return safely to more onsite instruction and operations. In Jack's Daily COVID-19 (Coronavirus) Update email on February 25th, you were informed of the opportunity for employees of higher education institutions to schedule a vaccination, starting February 27th.

As a follow-up to these previous communications, beginning March 1st, Palomar College will begin tracking employee COVID-19 vaccinations in Human Resources, we are asking employees to **voluntarily** submit this information and it will be kept confidential. This will be done to maximize the safety of our employees on campus and help us prioritize our strategic return to providing on-campus services. We want to collect as much information as possible so we can all be back on campus, together, for our students, and for each other.

How to submit proof of vaccination:

Once you have received all doses of your vaccination, please send the proof of vaccination to Human Resources Services, via one of the methods listed below.

You may send vaccination information to Human Resources in three different ways:

1. (PREFERRED) Send an email to benefits@palomar.edu. In the subject line enter "COVID-19 Proof of Vaccination"
2. U.S. Mail: Palomar College (Attn: Benefits Office), 1140 W. Mission Rd., San Marcos, CA 92069
3. Fax: (760) 761-3530

Communications should include all the following information:

1. Legal name
2. Employee ID
3. Proof of vaccination (photo of both sides)

If you have been fully vaccinated (i.e., you have received **both** your first and second shots) and do not have the proof of vaccination, please contact the site where you received your vaccination to request the applicable documentation. Please contact Human Resource Services through benefits@palomar.edu if you have any questions regarding how to submit proof of your vaccination.

Share why you got vaccinated!

Please share with us a picture of yourself and a reason why you are getting the vaccine for us to share with the campus community. Your pictures will be shared in Jack's Daily COVID-19 (Coronavirus) Updates. Send your picture to jkahn1@palomar.edu. Here is an example of what another institution is doing.

Thank you and be safe! We will get through this together.

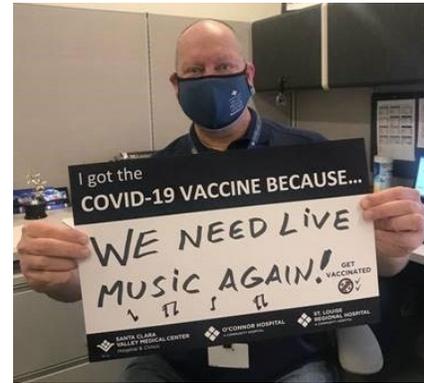
Sincerely,

David Joseph Montoya III

David Joseph Montoya III (Mar 2, 2021 14:14 PST)

David Montoya III

Assistant Superintendent/Vice President of Human Resources



COVID Vaccination Tracking 3.2.2021

Final Audit Report

2021-03-02

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