



DATE: May 6, 2021

TO: All Palomar College Employees

FROM: Jack Kahn, Ph.D., Interim Superintendent/President

SUBJECT: 2021-2022 Repopulation Planning Update

Orange - Restricted Campus APRIL – JUNE 15, 2021 Phase 1	Yellow - Beyond the Blueprint JUNE 16 – DECEMBER 17, 2021 Phase 2A - June 16 - August 15: Acclimation period intended to ensure we are staffed appropriately to optimize the student experience. Phase 2B - August 16 - Dec. 17: Full implementation of Fall term onsite and remote work schedule. Planning for Phase 3 – Open Campus.	Green – Open Campus JANUARY – MAY 2022 Phase 3A - Jan 3 - Jan. 28 Intersession: Implementation of Spring plans for return to full onsite operations (Note: Plenary is January 27) Phase 3B - Spring '22 Jan. 31 - May 28 Full onsite operations
---	---	---

Palomar College has identified Phases 1, 2A, 2B, 3A, and 3B, as outlined above, to begin repopulating the main campus and education centers in alignment with the Governor’s [“Beyond the Blueprint for a Safer Economy,”](#) which is scheduled to take effect on June 16, 2021.

Guiding Principles:

The guiding principles for the repopulation plan at Palomar include:

- Health and Safety of our students, faculty, and staff
- Serving the needs of our students
- Serving the needs of our faculty and staff

Each Vice President will determine the departments/divisions within their area of responsibility that will complete the [Department Return to Work Safety Plan](#). It is imperative that these plans are decidedly coordinated as this phased-in approach to repopulation is designed to ensure support for students and employees. The [Department Return to Work Safety Plan](#) will be used

as a detailed planning document to assist in identifying employee workspace needs, department/division requirements, and essential actions prior to returning to campus. Plans for the bookstore and food services will be incorporated into the Fiscal and Administrative Services repopulation planning.

The summer '21 and fall '21 class schedule and the student headcount data provided by the Office of Instruction, will be used as the basis for planning within departments/divisions. Beginning the week of May 3, all Vice Presidents will engage with their departments/divisions to begin formalizing a framework for the Department Return to Work Safety Plans. Below is a timeline for plan development and approval by area.

Division	Department Return to Work Safety Plans completed	VP Finalize & Review Completed	EOC Review/Approval Completed
Instruction	05/17/2021	05/24/2021	05/31/2021
Student Services	05/17/2021	05/24/2021	05/31/2021
Finance & Admin.	05/24/2021	05/31/2021	06/07/2021
Human Resources	05/24/2021	05/31/2021	06/07/2021

Considerations

It is recommended that one person within each department/division be identified to manage the safety plan, and work with facilities and information services to address workspace modifications. It is important to consider a consistent work schedule within and across divisions to maximize the student experience and minimize confusion. Each VP will be given access to Facilitron to monitor plans as they are approved.

Once all plans are reviewed and approved by the EOC, the Policy Committee, plus Mike Day, Chris Miller, Chief Moore, Ryan Williams, Steven Salter, Derrick Johnson, and Jason Bennett will analyze and provide an integrated approach to reopening that will be discussed at a meeting on June 4, 2021. Once the integrated approach is complete, the repopulation of the main campus and education centers will commence. The anticipated start of repopulation is June 16, 2021.

It is important to understand that the College will adhere to all current health and safety guidelines at all times; inclusive of the use of facial coverings and required physical distancing.

Access to Offices for Faculty After June 16

Deans will inquire with division faculty to determine who wants to return to their office. The Deans will use a provided spreadsheet to list the faculty name, office, location, and work schedule, and submit the list to VPI for review/approval. Upon approval, the Dean will add the faculty member on the [Onsite Essential Employee Roster](#) with their location and specific work schedule. We are still developing the process for part-time faculty requests for access to faculty offices.

Access to Campus for Community Partners

We will consider Campus access for non-essential community partners when we enter into Phase 3B, Green Tier. While phase 3 is noted to begin in spring '22, timing may change due to the metrics on COVID-19. We will continue to allow access to community partners providing essential services on a case-by-case basis. (i.e., food distribution and vaccination events are allowed).

Operational Planning has Started

Several projects are underway in preparation of repopulating Palomar!

1. Custodial and Grounds staff will return to the education centers effective May 10, 2021, from 6:00 a.m. – 3:00 p.m. to prepare for the reopening.
2. Maintenance and Operations staff will update and replace existing signage. Signage will be posted at each public entrance to the campus, as well as to any building to inform employees, students, and visitors of all safety protocols, inclusive of preventing entry to the facility by individuals with COVID-19 symptoms. All current safety protocols will be updated as new guidance is issued by regional or state agencies, with an anticipated completion date of May 20, 2021.
3. Facilities and Operations staff are working with HVAC engineers to ensure we have extra HVAC filtration in areas of dense populations (classrooms, offices, student union, student services center, etc.) The anticipated completion of this work is August 20, 2021.
4. EH&S staff will work to ensure proper PPE is on hand to support student and employee needs.
5. Technology staff are working to introduce a COVID-19 Pre-Screening Mobile Application. This project started on April 26, and it is anticipated to be completed by June 30, 2021. All students, employees, and visitors will be expected to use this app for entry to the campus and education centers.
6. Technology staff are working to consolidate and improve the emergency notification system, with a project start date of April 26, 2021, and anticipated completion by August 20, 2021.
7. Technology will replace student laptops loaned to employees for remote work (formerly used in computer labs). The anticipated required computer labs will be at full capacity by August 20, 2021.
8. Technology is beginning to pilot the AV/Hyflex solution in classrooms and conference rooms. All conference rooms and a sample of classrooms will be outfitted with video technology to allow for online meetings. The anticipated completion of this project December 31, 2021.
9. Clear and consistent communication will be provided to students in regards to services available in person and virtually.
10. Student Services, Fiscal Services, and other student facing departments are working on a collaborative schedule in order to optimize the student experience.
11. Students Services is evaluating spaces for students to study (outdoors) between classes.

We are looking forward to working with you on a safe and systematic return to face to face work. If you have any questions please speak to your supervisor about next steps for your area.