



May 13, 2021

(edited on May 18, 2021 to reflect updated information for item #11)

Dear Full-Time Faculty:

We are so happy to be planning for our return to campus. The summer will be a time of major transition as we prepare for the return; fall will continue to see us through transition as well as we anticipate greater numbers of students, faculty, and staff to return. Fingers crossed that, by Spring 2022, we will have a complete return to campus. We appreciate the patience of all involved while we work to transition the entire campus back to onsite work.

Please note that if, at any time, we have exposures in any of our areas, or if the county case rate begins to trend negatively, we may have to pull back on access to offices and/or to the campus in general.

Here are further comments and/or the parameters involved ***until further notice***:

1. For Summer 2021, no in-person office hours are to be held in a faculty office. This may well change by Fall 2021, in accordance with CDC guidelines. Please plan to meet with students in the classroom when available or even better outside on the campus.
2. Social distancing of 6' will be maintained at all times, unless we are guided differently by federal, state, or regional guidance. Palomar College will communicate any change in that practice to all.
3. Masks will be worn at all times except when a person is alone in their office with the door closed.
4. Ideally, you will only come back to use your office as needed in order to limit our collective presence on campus to the extent possible.
 - a. Our deans will provide department chairs with a spreadsheet in to gather full-time faculty information related to office use and the required deadlines to complete your request.
 - i. It is okay to use your office to conduct your online courses.
 - ii. Please avoid marking M-F from 9-5 for use; we are hoping for usage of offices only as absolutely needed. More extensive use of an office should be the exception, not the rule.
 - b. Our facilities staff is also transitioning their work to accommodate more people on campus, and we want to be sure that areas in use will be clean and sanitized. We appreciate your understanding of this necessary activity.
5. You may use your office starting June 15 in accordance with the schedule approved by the dean and VPI.
6. We are all prohibited from gathering in the hallways, break rooms, and work rooms.
7. The number of people in a workroom or copy room at one time should be limited to one except where otherwise noted.
8. After using hi-use, shared equipment, please wipe down the equipment with supplies provided.
9. Signage will be provided in at the doorways of restrooms and elevators to inform us of capacity limitations; multi-stall restrooms will have signage on not-to-be-used stalls and/or sinks.

11. In collaboration with other community colleges in the region and legal counsel, the District has developed policies that requires a COVID-19 vaccination of all employees and students. BP/AP 5210 (Students) and BP/AP 7330 (Employees) are moving through the shared governance process and is expected to go before the Governing Board at the June 1, 2021 meeting.

Thank you for all that you have done in the midst of an unbelievable year to keep our students learning and our college progressing. Again, I sincerely appreciate the patience of all involved while we work to transition the entire campus back to onsite work.

Sincerely,

Shayla

Shayla Sivert

Acting Vice President, Instruction