

RETURN TO CAMPUS **FREQUENTLY ASKED QUESTIONS**

WHAT IS THE STATUS OF THE COLLEGE'S RETURN TO CAMPUS PLAN?

- On July 6, the Governing Board will conduct a second reading of recommended revisions to BP/AP 5210 Communicable Disease (students) and BP/AP 7330 Communicable Disease (employees) to give the District the ability to create a Vaccination and Immunization Plan in the event of an epidemic or pandemic.
- The collective bargaining negotiation process to discuss the impacts of BP/AP 5210 and BP/AP 7330 on working conditions, including legal exemptions from a vaccine mandate, are underway.
- Our facilities department partnered with an engineering firm to do an analysis of air quality and HVAC systems in all campus and education center buildings. All required repairs and upgrades will be complete by the end of summer.
- Every department has been asked to submit Summer 2021 and/or Fall 2021 Return to Work plans to our Emergency Operations Center.
- On June 4, the EOC and Policy will review and finalize all of the plans received.
- Our technology team is installing required audio-visual equipment in conference rooms and some classrooms for continued ZOOM usage.
- We will continue to ensure access to vaccines for students and employees.
- We will determine the most efficient and effective approach to COVID-19 testing on campus.
- We are in the process of determining the most efficient and effective approach to collecting the appropriate data on vaccinations while abiding by HIPAA requirements.
- We will modify the campus Return to Campus plan as relevant guidance is gained from federal, state and regional public health agencies.

VACCINATION

Will COVID-19 vaccinations be required of everyone?

While the District desires to move in this direction, any requirement for vaccinations will have to go through the collective bargaining negotiation process to discuss impacts. In order to effectuate this, the District has made recommended revisions to BP/AP 5210 Communicable Disease (students) and BP/AP 7330 Communicable Disease (employees) to give the District the ability to create a Vaccination and Immunization Plan in the event of an epidemic or pandemic. These BPs and APs have moved through the shared governance process, are receiving legal review, and were reviewed in first reading at the Governing Board meeting on June 1, 2021. The Governing Board will conduct a second reading at their meeting on July 6. The Vaccination and Immunization Plan is currently going through negotiations with our union partners.

Will the vaccination policy address booster shots?

Both BP/AP 5210 – Students and BP/AP 7330 – Employees, give the District the ability to include boosters in its final Vaccination and Immunization Plan. Based on current data, it is likely that boosters will be recommended 6-12 months after your last shot (second shot with Pfizer and Moderna; first shot with J and J).

How are employees submitting their vaccination status to the District?

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

a. (PREFERRED) Send an email to benefits@palomar.edu. In the subject line, enter "COVID-19 Proof of Vaccination"

b. U.S. Mail: Palomar College (Attn: Benefits Office), 1140 W. Mission Rd., San Marcos, CA 92069

c. Fax: (760) 761-3530

Communications should include all the following information: Legal name, Employee ID and Proof of vaccination (photo of both sides). More detailed information can be found [here](#).

What's the plan for those who are immune comprised? If documentation is required, what will be considered official? Many physicians are not happy to be required to provide specific documentation.

We are conducting research on this topic and will issue an update ~~accordingly~~.

Can I receive a reasonable accommodation if I am caring for a family member who has not received the vaccine?

The accommodation process is covered in the American Disabilities Act (ADA) and is for employees with qualifying medical conditions they personally have. As such, the accommodation process does not cover this situation. More information on employee accommodations can be found [here](#).

Will Palomar establish a policy on remaining current vis-a-vis immunization?

It is the intent of the District to establish an Immunization and Vaccination Plan. The Plan is currently going through negotiations with our union partners to discuss impacts.

Can we consider easy ways to help students prove vaccination? Instead of requiring them to email a copy, perhaps they could meet with staff via Zoom and show their card?

Plans are being considered on how to collect proof of vaccination.

Am I allowed to ask a student if they have been vaccinated?

No, you are not allowed to ask a student if they have been vaccinated.

If we are vaccinated, can we work in our office one day per week after June 15?

All departments within the College are required to complete a [Department Return to Campus Safety Plan](#) to address the onsite work needs of employees. It is best to work directly with your supervisor to address specific needs. You may use your office starting June 15 in accordance with the schedule approved by the dean and VPI. We are all prohibited from gathering in the hallways, break rooms, and work rooms. The number of people in a workroom or copy room at one time should be limited to one except where otherwise noted. After using high-use, shared equipment, please wipe down the equipment with supplies provided.

Will figures be released for the % of students, staff, & faculty fully vaccinated at Palomar College?

These figures will change frequently. All inquiries to gain employee information should be sent

to HRHelp@palomar.edu. The process to collect student vaccination is being determined.

How will the vaccination policy be enforced for community members?

We will inform all community members who plan to use campus facilities of our vaccination plan. While we can't require proof of vaccination from our community members, we will ask them to download the Palomar App and conduct a screening for body temperature and COVID-19 symptoms and show their results to the monitor at the entrance to the campus or Education Center.

RETURN TO CAMPUS PLANNING & CONSIDERATIONS

If an employee doesn't return to work on campus for Fall 2021, what are the implications?

The implications depend on the situation at hand. If an employee is requested to return face-to-face and has any concerns they should immediately speak to their supervisor. Contact the Human Resources department at HRHelp@palomar.edu with questions regarding a reasonable accommodation through the ADA process.

If a person gets sick from COVID-19 from coming back to campus, will a person have to use their own sick time?

Employees who are ill with COVID-19 may have their sick leave covered under SB-95. Human Resources sent an email to the campus community on April 6, 2021 titled, "New California Law on COVID-19 Leaves (SB 95)" which outlined how the new law covers leave in certain situations. For more information, please click on the following link: [COVID-19 Supplemental Paid Sick Leave](#)

I am teaching a face-to-face class in the fall. What happens if a student gets COVID-19 and exposes others in our class?

If a student or employee has COVID-19, they should report their case via the COVID-19 questionnaire found [here](#). The COVID-19 Response Action Team (CRAT) will engage with the individual and determine if they may have exposed colleagues or classmates. If an exposure has occurred, all employees and students who are impacted will receive a notification with recommendations to prevent further exposure and to seek medical advice, if necessary. While unlikely due to the life span of the virus on surfaces, there is a possibility that the class or work area will be quarantined or require disinfection.

Is it OK for me to meet with a student in my office?

Currently, it is recommended that meetings with students be held in the classroom when available or, even better, outside on the campus. Masks must be worn, and social distance protocols must be followed.

Will public venues like the Cashiers Office, Food Pantry, Library, etc. require masks?

These are enclosed indoor common areas of the campus, and masks are required as is social

Version June 4, 2021

distancing, no matter of the status of vaccination. This requirement is per the effective date of June 15, when the California Public Health Department and the County of San Diego Department of Public Health Services will align their masking policy with the recent masking guidelines issued by Center for Disease Control Prevention.*

**As guidelines are updated, the information will be posted.*

Will district requirements be established for areas such as the Student Union and outside areas?

Per the guidance from the California Public Health Department and the County of San Diego Department of Public Health Services, effective June 15, vaccinated individuals are not required to wear masks outdoors. Indoor health and safety guidelines issued by the CDC, California Department of Public Health, and County of San Diego Departments of Public Health Services will be enforced.*

**As guidelines are updated, the information will be posted.*

What about face masks in public spaces as well as private offices?

The District will continue to adhere to public health guidelines. As of June 15, the California Department of Public Health and the County of San Diego Department of Public Health Services will align their masking policy with the recent masking guidelines issued by Center for Disease Control Prevention. These guidelines include:*

- *Fully vaccinated Californians are not required to wear a mask outdoors except at crowded events.*
- *In indoor settings, individuals do not need to wear a mask if they are alone in their office, but in common areas, masks are required as is social distancing; not matter the status of vaccination.*

**As additional guidelines are issued, we will update this information.*

Will there be enforcement of social distancing, for example, a maximum number of students/employees/guests who can enter specific rooms on campus, including restrooms, elevators, lobbies and offices?

Appropriate signage will be installed at the entryways with a specific indication of the number of maximum individuals permitted at one time. Guidelines will be enforced accordingly. As guidance is updated, this information will be issued.

When PPE is requested as part of the Return to Campus Safety Plan, will the items be provided at the department and continuously refreshed?

If you have included a request for PPE or changes to a layout, you must still send an email to FacilitiesRemedy@palomar.edu to finalize the request.

What about for nursing mothers, will the pumping pods be available, or will they have options?

Access to the Nursing Pod on the 4th floor of the LRC will be provided. Individuals are required to check in at the main circulation desk and an escort will be provided to the 4th floor, which is otherwise closed.

How is the staffing plan going to work at the centers? For instance, Fallbrook has lost a fair amount of staff since COVID-19 started and is pretty sparse as it is. Will we still be at 50% staffing?

Each department will evaluate their area individually and will plan to staff according to their return to campus plan. Departments may also continue offering virtual student support services. Students located at an Education Center may need to use the remote services at the main campus.

Would it be possible to offer a crisis management or de-escalation training for staff through PD? That can benefit staff working with college students and staff working off site with middle school or high school students. We will be working with students who have not had structure for over a year and we might encounter situations that may need additional training and support.

We are planning to record a training over summer regarding how to respond to a crisis in the F2F environment, which will supplement our training for the online environment. Fall Plenary will also have trainings focused on responding to students in distress and de-escalation. We will be recommending that Student Services and other employees be allowed to join these Plenary trainings as well, or we will come up with another way to provide trainings for staff who cannot join Plenary.

We all understand that everyone is or has experienced some sort of trauma during this time and prior to this. Have you considered some form a trauma informed training for staff? This would be beneficial as to how we serve our coworkers as well as our students. Staff having a basic understand of trauma is very important when serving our student and having an understanding that trauma come in all forms.

We are working on bringing a Trauma-Informed Practices to Best Support College Students training to Palomar this Summer/Fall. Details will be provided as they are available.

A concern is that people were coming to work when sick prior to the pandemic. If we are relying on a self-monitoring app, how can you be confident that those answers are honest. People will still feel like they need to come into the office to do the work on the days they are required to be on campus. Is a remote option being look at for people to work remotely if not feeling well?

Employees who are feeling ill/experiencing symptoms should stay home and not to come to work. Employees should contact their supervisor if they are ill. The District adheres to all guidance on quarantine, isolation, and testing from the California Department of Public Health and San Diego County Public Health Department. This guidance is likely to change post June 15, 2021. Finally, all supervisors should contact Human Resource Services if they have any questions on how to handle ill employees.

Is there a way to track what stage a department's plan is in the review process? Or a timeline for when we should expect to look for that email from the EOC regarding approval and next steps?

Those who submit the original plan are given status updates at each level until completed.

Is there a likelihood that the Return to Campus Safety plans may change depending on the Governor's announcement on June 15?

It is possible for a plan to change due to the fact that the College is required to adhere to health and safety guidance as provided by the California Department of Public Health and County of San Diego Department of Public Health Services.

If we no longer require the district laptop, what's the process for returning it?

Please view the [Steps for Technology Equipment Return](#) on the Information Services website. You will need your original Equipment Removal form and need to make an appointment to return the items. You can make an appointment [here](#).

If, in our Return to Campus Safety Plan, we include needs from Information Services (IS) order form (ie: laptops, docking stations, mics/web cams), will those need to be returned to IS in future semesters or will they be a permanent part of our department/office?

These items will most likely become a part of the department, depending on the type of equipment. IS will likely ask for extra monitors and secondary laptops/docking stations to be returned to IS supply.

How do we go about getting cameras on our computers in our offices?

Include a list of cameras/headsets/equipment that need to be installed as a part of Return to Campus Safety Plans, followed by the creation of an IS work order.

Will the library and food services be open in fall?

The library will be open for limited hours at San Marcos during the fall, and we'll still be offering full services online. Aramark has submitted a preliminary plan to return to campus more fully in the fall. Like other areas of the campus, a return-to-campus safety plan has been requested.

WORKSPACE SAFETY AND BUILDING PREPARATIONS

When are the HVAC engineers going to assess the buildings? When should we expect the improvements to be installed?

HVAC Engineers are conducting a comprehensive assessment of all buildings on the main campus and education centers. A report is expected during the week of May 24. The facilities team is planning to have all safety measures installed prior to the return to campus date of August 15.

Which buildings will have new HVAC installed prior to the return to campus in Fall 2021?

The College is in the process of conducting a comprehensive evaluation of HVAC systems at the

main campus and education centers. Based on these findings, considerations may be made for extreme cases if the current HVAC system cannot be modified or utilized to address air changes and filtration guidelines.

Is the dome being considered for HVAC?

Yes, including other measures such as the use of fans.

Are air purifiers available for us in the offices of older buildings that have no windows?

This is a possibility in extreme cases where the HVAC system cannot be modified nor utilized to address air changes and filtration.

What about the use of outside air being filtered in?

HVAC Engineers are looking at this including the use of outside air

Will ventilation control and temperature control for offices be tested before employees are asked to be in the buildings?

Yes, testing will be done to ensure requirements are met prior to August 15.

What steps will be taken to examine the air circulation and options for the trailers housing DSPS, health center, etc.?

HVAC Engineers have included these areas in their analysis. Remedies will be addressed prior to August 15.

Please clarify whether cleaning is planned for only at the end of the day or after each student uses an area.

A comprehensive cleaning will be planned at periodic times based on CDC guidelines. Shared workspaces should be wiped clean after each use. Sanitizing wipes can be ordered through a facilities remedy request by sending an email to FacilitiesRemedy@palomar.edu.

TELECOMMUTING

How do I get reimbursed for expenses associated with telecommuting?

Telecommuting supply reimbursement details inclusive of the workflow is on the Fiscal Services website. <https://www2.palomar.edu/pages/fiscalservices/>

What is the process for faculty to apply for reimbursement due to circumstances around COVID-19?

Currently, the Palomar Faculty Federation does not have a Memorandum of Understanding with the District in regards to the reimbursement of costs associated with COVID-19. All employees should work with their supervisors to address reimbursement needs.

Will the District potentially look at contracts to add potential remote work?

The District intends to implement a permanent telecommute policy for positions that can still serve the educational mission of the institution in a remote capacity. Remote work will be the

exception, not the rule. Work on the policy is ongoing and will go through the appropriate negotiation process with our union partners to discuss impacts.

COVID-19 SCREENING INFORMATION

What type of COVID-19 screening will be ongoing?

Temperature and COVID-19 symptom screening stations will continue until June 15, 2021. The College will be launching an application that will provide for self-monitoring.

How will the Palomar College mobile COVID-19 app work? What about fully vaccinated students & employees?

All students and employees, regardless of vaccination status, will be required to complete a set of questions regarding body temperature and COVID-19 symptoms. Depending on the answers to these questions, the app will provide an indication if you should stay home or come to campus. Upon arriving at campus, students and employees will be required to show proof of validation to come to campus.

What about devices for temperature screening as a failsafe beyond proof of vaccination as the semester proceeds?

Temperature and COVID-19 symptom screening stations will continue until June 15, 2021. The College will be launching an application that will provide for self-monitoring.

COMMUNITY USE OF FACILITIES

Do we have any updates about Summer and Fall for facility usage for outside (non-Palomar) groups?

Groups conducting public events to serve the essential needs of the region, such as food distributions and vaccinations, will continue to be permitted. The Emergency Operations Center will make recommendations to the Policy team as we move closer to the Fall term. An announcement will be issued as the status of external use recommendations is updated.

How will the vaccination policy be enforced for community members?

We will inform all community members who plan to use campus facilities of our vaccination plan. While we can't require proof of vaccination from our community members, we will ask them to download the Palomar App, conduct a screening for body temperature and COVID-19 symptoms, and show their results to the monitor at the entrance to the campus or Education Center.