



MEMORANDUM

June 23, 2021

To: All Employees

From: Interim Superintendent/President Dr. Jack Kahn

JK

Re: Summer 2021 Guidance and Updates on Vaccinations, Face Masks, and COVID-19 Generally

As you know the State of California has [reopened](#) as of June 15, 2021. Our state has moved past Beyond the Blueprint for a Safer Economy; the tier system that we have become beholden to has been eliminated as well. Significant progress has been made in vaccinating individuals and reducing community transmission, which allows for much more flexibility with face coverings and social distancing in public.

The [California Department of Public Health](#) and [San Diego County Health and Human Services Agency](#) have updated their public health orders to reflect this new and much anticipated phase of the COVID-19 pandemic. In addition, at a meeting on June 17, the Division of Occupational Safety and Health better known as [CAL/OSHA](#) approved many regulations; however, those listed below are particularly salient to Palomar College.

Masks and Facial Coverings

The new CalOSHA regulations outline these following mask and facial covering guidelines:

- No face covering requirements outdoors (except during outbreaks), regardless of vaccination status.
- No face covering requirements for fully vaccinated employees with documentation of vaccination status.
- Face coverings are required indoors and in vehicles for unvaccinated employees.

Unless otherwise stipulated below, in order to comply with Cal/OSHA regulations, effective immediately through August 16, 2021, or until further CalOSHA Guidance, the following are required for essential employees who are approved to work on campus:

For Fully Vaccinated Employees

By definition, an individual is considered fully vaccinated for COVID-19, after two weeks or more have passed since receiving their second dose in a 2-dose series of the Pfizer-BioNTech or Moderna vaccines, or two weeks or more after they have received a single-dose of the Johnson and Johnson (J&J/Janssen) vaccine.

- a. Please send your proof of vaccination to benefits@palomar.edu if you haven't already done so. You will receive a confirmation email from Human Resources once received.
- b. Once you have sent your proof of vaccination to Human Resources, you do not need to wear a mask/facial covering on campus but may wish to do so in large group settings etc.

For Unvaccinated or Not Fully Vaccinated Employees

- a. You must wear a mask/facial covering indoors unless:
 - You are alone in a room or vehicle,
 - You are eating or drinking,
 - You have an approved accommodation from Human Resources,
 - Your job duties make a face covering unfeasible or creates a workplace hazard.
- b. If not fully vaccinated, you are not required to wear a mask outside and maintain physical distance, but may wish to do so.

Optional N-95 Masks

Masks and facial coverings are still optional for vaccinated employees and required indoors for unvaccinated employees. The District will provide surgical masks and will provide N-95 masks for employees whose jobs require them, or upon request by submitting a facilities remedy to Environmental Health and Safety at facilitiesremedy@palomar.edu.

Masks in the Classroom

Due to the recency of the guidance from Cal/OSHA, we strongly encourage mask/facial covering use for faculty and students during our summer session. We will work specifically with disciplines that are offering face-to-face classes to ensure safety.

Note: Athletics, ECELS, and Health Services also have specific requirements through licensing agencies they will comply with and coordinate.

Physical Distancing/Social Distancing

Cal/OSHA guidance states there are no physical distancing or barrier requirements, regardless of employee vaccination status.

Infrastructure update:

- a. Facilities: Facilities and Operations staff are working with HVAC engineers to ensure we have extra HVAC filtration in areas of dense populations (classrooms, student union, student services center, etc.) The anticipated completion of this work is August 20, 2021, depending upon receipt of necessary filters. HVAC updates can be found [here](#).
- b. Technology: Technology is researching and beginning to pilot the AV/Hyflex solution in classrooms and conference rooms. The anticipated completion of this project December 31, 2021.
- c. A survey has been distributed to employees this week to evaluate needs for additional emotional support resources for employees. All employees are encouraged to participate.

Access to Campus and Education Centers

During the summer, we will continue to make progress in our work to get the campus and education centers ready for re-population. Prior to September 1, if you are not scheduled to be on campus or at an education center, we ask that you continue to utilize the [Essential Visit Request Form](#) to schedule one-time 30-minute visits to campus. If you are an employee working on campus regularly, your supervisor should ensure your name and your current schedule are included in the Essential Employee Roster.

In addition, if you are planning item distribution events and/or on-campus activities unrelated to regular your scheduled essential employee assigned work that extends beyond than 30 minutes, please submit [On-site Operations and Safety Plans](#).

All full-time faculty who have signed up through their dean for access to their offices for the summer have been approved. Part-time faculty should communicate with their chairperson and division dean regarding office access after July 1.

Please keep in mind, as the work to ready our campus and education centers progresses, the above guidance for access may change and updates will be provided.

Vaccination Plan Update

On July 6, the Palomar College Governing Board will consider a vaccination mandate for students and employees. The District is working collaboratively with our unions and represented groups to discuss the impacts to working conditions and to address constituent group recommendations in a Memorandum of Understanding. We continue to strongly recommend that our students and employees get vaccinated. We have a calendar of vaccination events listed on the COVID-19 [vaccination webpage](#).

Palomar College Health Screening App

Effective Monday, June 28, the temperature and symptom screening stations located at the entrances to lots 1, 2, and 12 will be closed due to updated guidance from the state and county public health agencies.

Beginning June 28, 2021, the District will utilize a health self-screening feature available through the Palomar College mobile App named My Palomar. Individuals may download the My Palomar App via [Google Play](#) or the [Apple App Store](#). The Daily Pre-Screening feature provides access to a short health related questionnaire. For individuals who do not wish to download the My Palomar App, the health screening questionnaire will be made available via a webpage. The URL to the webpage will be “live” on June 28 and will be distributed to all employees and students.

- All students, employees, and visitors are encouraged to conduct a daily health pre-screening prior to coming to class or work.
- Based on the responses to the questions, individuals will receive an alert via the My Palomar App or via email (if they are not using the App), as to whether or not they should come to class or work.

Employees and students who are not feeling well should not come to class or work and should complete a [COVID-19 Questionnaire](#). If an employee or student knows of someone who appears to be ill, they are encouraged to complete a [COVID-19 Questionnaire](#) on behalf of the individual.

Community Access to Campus and Education Centers

Palomar College will officially open to the general public/community on September 1, in alignment with the Governing Board meeting on September 7, and increased face-to-face instruction. Prior to September 1, community members may make requests to host events or activities on the main campus or Education Centers by completing a [Use of Facilities form](#) at least three weeks prior to the required date.

Return to Campus Work and Safety Plan Update

We are working diligently to update our Palomar College Return to Campus Work and Safety plan. A substantial portion of the plan contains the legally required COVID-19 Prevention Program (CPP). You might recall that the CPP was initially developed in January 2020. Due to the recent Cal-OSHA regulatory changes, the District in coordination with legal counsel is preparing the required legally mandated updates to the CPP. We expect to be able to share the Palomar College Return to Campus Work and Safety plan with you after June 28, 2021.

Trainings and PD

We will have some ZOOM trainings and professional development available to assist employees this summer and beyond. We will continue our weekly ZOOM meetings as well to keep everyone informed and to respond to questions and concerns.

Who to Contact with Concerns

We understand that the changes outlined in this memo will take time for the campus community to get fully acclimated. As such, we encourage employees to have open discussions with their supervisors to navigate any concerns. Serious issues, such as harassment, should be addressed to Shawna Cohen, Manager, Equal Employment Opportunity and Compliance at scohen@palomar.edu.

Concerns about employees circumventing the mask and facial covering requirements should be addressed with your immediate supervisor. Your immediate supervisor should contact Human Resources wherein next steps will be determined (e.g. Human Resources can cross reference its internal list to determine if the employee of concern meets the vaccination requirements).

A Final Note on Masks

We encourage everyone with concerns about their work environment to wear a mask; it is an effective preventative measure. When in doubt, wear your mask.

Thank you all for your hard work and dedication to our Return to Campus Work and Safety plan. We are making strides every day! Should you have any questions, please check our [COVID website](#) anytime!

For a complete list of CAL/OSHA regulations please click this [link](#).