



October 8, 2021

Dear Colleagues,

With the October 11, 2021 implementation of the COVID-19 Vaccination and Immunization Plan, the District has selected a health and safety platform called **CLEARED4**. The platform foremost helps us to remain safe and compliant with our Recovery Plan requirements and policies. It also enables us to easily react to any adverse COVID-19 events and quickly identify others who might have been exposed if someone has symptoms.

The platform is comprehensive and is integrated with our PeopleSoft technology. It will aid us in monitoring the implementation of our COVID-19 testing requirements for those with an approved medical or religious exemption. The platform also houses our NEW health screening questionnaire, which is a daily requirement for EVERYONE who is learning or working onsite.

Here are some key points to keep in mind.

- Cleared4 is HIPAA, FERPA and GDPR compliant
- Data is owned by the District, not Cleared4
- Only Covid-19 relevant data is collected

As an employee you will automatically be enrolled in **CLEARED4**, which is a web-based platform. You will also receive emails from no-reply@cleared4work.com, these are legitimate emails that will remind you to complete the daily health screening questionnaire and testing requirements and results (if applicable to you). If you are required to participate in COVID-19 testing, you will need to provide specific information, including demographic data* and your health insurance information,** prior to testing. This information is no different than what a County or State sponsored site requires. Please note, the COVID-19 testing is administered at no charge to employees or students.

Daily Health Screening Questionnaire – Applies to all employees and Students

All students and employees are required to complete the daily Health Screening Questionnaire on the [Cleared4 platform](#) prior to reporting to on-site work.

Here is a [guide](#) to accessing the Cleared4 Daily Health Screening Questionnaire. Based on your survey answers, you will receive a color-coded status on your phone or via email. You will either be cleared or not cleared. If you are not cleared to work based your response to the survey questions, you should not come to work on-site. Our COVID-19 Response Action Team (CRAT) will reach out to you and provide guidance.

The **CLEARED4** daily health screening questionnaire is conveniently accessible via any smart phone, tablet or computer, connected to the internet. You will get a text or email reminder with a personal link to take the survey. PLEASE DO NOT SHARE THIS LINK – it contains your personal information.

More About the **CLEARED4 Process:**

- There is no need to download an app.
- No log-ins or passwords to remember.
- The first day of the week you will answer a short survey, the remainder of the week you will attest that your symptoms have not changed.
- You may reuse your personal link daily.
- You may select a preferred mode of communication: email and/or text notification in the your settings within **Cleared4**
- You may select the time of the reminders

Weekly COVID-19 Testing – Applies to employees with an approved exemption and anyone who has received a second dose of a 2-dose vaccine on or after September 27.

Testing will be made available as follows:

Using the Cleared4 platform for testing

In compliance with the Vaccination and Immunization Plan, employees who are required to test for COVID-19, will receive reminders and emails from the **Cleared4** Platform. Here is a [guide](#) to using the Cleared4 platform to schedule COVID-19 testing. The following information is required to register for testing:

* **Demographic Data** – This is a state data requirement for all COVID-19 testing and the questions and data are predetermined by state. You can update your demographic data in the platform. This will not update your employee record in human resources.

** **Insurance Information** – **Cleared4** is the platform that assists with the scheduling and coordinating the information regarding the mandated COVID-19 testing. Biocept is the company performing the testing. You will be required to provide health insurance information, as the testing is coordinated through insurance for both students and employees. Should any payment be required, Biocept will coordinate with the District, the employee will not pay for testing performed. However, you may receive an Explanation of Benefits “EOB” from insurance, this is not a bill and does not need to be paid. Below you will find the COVID-19 testing schedule.

Testing Elsewhere- If an employee would like to be tested elsewhere the District is not responsible for the cost, if any, as we have a free option available to all employees as indicated above. If you do test elsewhere you can upload your test-results through the **Cleared4** app for it to be reviewed and approved.

Please contact Human Resource Services at benefits@palomar.edu if you have any questions. We sincerely appreciate your cooperation and dedication in keeping our campus and education centers safe.

Sincerely,

David Montoya

David Montoya

Assistant Superintendent/Vice President Human Resource Services

TESTING SCHEDULE

San Marcos Campus (in the former Campus Police Building located in Lot 1&2)

Monday & Thursday: 7:00 a.m. to 2:00 p.m. Tuesday & Wednesday: 12:00 p.m. to 7:00 p.m.

Escondido Education Center, in room ESC-700

Tuesday: 7:30 a.m. to 11:30 a.m.

Fallbrook Education Center, in room FEC-I01

Tuesday: 7:30 a.m. to 11:30 a.m.

Rancho Bernardo Education Center, SEC-111

Wednesday: 7:30 a.m. to 11:30 a.m.