

# Palomar College COVID-19 Recovery Plan

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GUIDELINES AND REQUIREMENTS FOR A SAFE RETURN TO  
CAMPUS LEARNING AND OPERATIONS

October 15, 2021

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## OVERVIEW

The coronavirus disease 2019 (COVID-19) pandemic dramatically shifted Palomar College operations and instruction. Since March 2020, the College limited, to the greatest extent possible, employees, students, and community members from entering the campus, as the number of additional people onsite and/or intermixing with students, faculty, and staff increased the risk of virus transmission. Essential employees were identified by management to perform duties on campus that could not be completed remotely. While on campus, employees and students adhere to all [campus health and safety guidelines](#).

The state of the California Department of Public Health continues to [issue guidance](#) in response to the implementation of the full reopening of the California economy on June 15, 2021, as per the Governor's initiative to move [Beyond the Blueprint](#). San Diego County Public Health Services [issued an updated health order](#), and associated [reopening guidance](#). Both agencies aligned their guidance with that of the [Centers for Disease Control and Prevention](#) COVID-19 guidelines and health advisories. On June 17, 2021 [Cal/OSHA](#) issued safety requirements for employers in California. On September 9, 2021, President Biden issued the [Path out of the Pandemic](#), which requires the Department of Labor's Occupational Safety and Health Administration (OSHA) to develop a rule that will require all employers with 100 or more employees to ensure their workforce is fully vaccinated or require any workers who remain unvaccinated to produce a negative test result on at least a weekly basis before coming to work.

The goal of the Palomar College COVID-19 Recovery Plan (Recovery Plan) is to prepare the College, and its students and employees to move toward a complete re-population of the main campus and education centers, as per the guidance issued by federal, state, and regional public health agencies. The Recovery Plan includes recommendations for the current and upcoming semesters. Until the pandemic is no longer cause for a state of emergency, the College will operate as stated within this plan. It is important to note the following:

- As federal, state, and regional guidance is updated, the Recovery Plan may be changed to align with these public health policies.
- [California Department of Public Health Industry Guidance for Institutions of Higher Education](#) published on September 30, 2020, is a set of guidelines and considerations, intended to help institutions of higher education (IHE) and their communities plan and prepare to resume in-person instruction. If new IHE guidance is issued, this Recovery Plan may be updated.
- Similarly, community colleges may receive updated guidance beyond the June 2020 [California Community College Chancellor's Office](#) CCCCCO Report of the Safe Campus Reopening Workgroup. If this occurs, this Recovery Plan may be updated.
- The State of California Assembly Bill 685 ([AB 685 - COVID -19](#)) amended the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205), to require employers to develop and implement a COVID-19 Prevention Program (CPP) by January 1, 2021. The CPP is specific to preventing the spread of COVID-19 among employees and required notifications to employees. The most recent guidance from Cal/OSHA is contained in the updated CPP which is included below in this Recovery Plan. The safety and protection of students is not included in the CPP.

- The San Diego County Public Health Office tracks COVID-19 case rates to determine the level of community transmission. The levels of community transmission are measured with the average daily case rates per 100,000 residents. Case rates greater than 14.3 are considered at a high transmission rate according to the Center for Disease Control. Transmission rates are available by county [here](#).
- Further, as a general measure, the Student Health Services Department of Palomar College meets regularly with the San Diego County Public Health Office to receive local updates and guidance for Institutions of Higher Education, specifically; and attends bi-monthly COVID-19 health updates conducted by the County. It is possible that information shared at these meetings, may give cause for edits to this Recovery Plan.

There are assumptions associated with the COVID-19 pandemic that are taken into consideration within the Recovery Plan. Assumptions include:

It will be safe for Palomar College to return to a robust schedule of face-to-face instruction and operations when:

- The guidance for colleges and universities issued by federal, state, and regional agencies, provide specific direction to do so and approaches necessary.

Transmission of SARS Co-V-2, the coronavirus that causes COVID-19, will continue until the vaccine is widely distributed.

- Unless vaccinated, employees and students in high-risk categories will continue to be especially vulnerable.
- Students in face-to-face courses and employees working indoors, shall maintain at least a 3-foot distance between individuals.
- While the vaccine is in distribution and likely after it is widely distributed, proper hygiene, facial coverings, and avoidance of large gatherings will continue to be important strategies to reducing the impact of COVID-19.
- The continued widespread use of flu vaccinations may prevent some hospitalizations, and this will reduce stress on the hospital systems.

Early in 2021, due to the improved conditions in the region and to align with the Governor's Beyond the Blueprint, the College initiated a phased strategy to fully resume on-campus instruction and operations. Displayed below, the College is currently in Phase 2 of a strategy to increasing student and employee access to the main campus and education centers. Departments have been required to work with their deans and vice-president to develop and submit a [Return to Campus Safety Plan](#). The plans are reviewed by the Emergency Operations Center (EOC) and provided to the EOC Policy team for information. Just prior to the start of the of Fall 2021 semester, the impact of the COVID-19 Delta variant and other variants increased in the region. In result, the College decreased the number of face-to-face course offerings, and requested non-student facing employees to reduce their onsite work schedules.

<b>PHASE 1</b> <b>Restricted Campus Access</b> <b>April - June 15</b> <b>Planning Phase</b> Assess each area's safety, facility, technology, and operational needs and complete the Department Return to Campus Safety Plan in accordance with your division's specified timelines.	<b>PHASE 2</b> <b>Beyond the Blueprint</b> <b>June 16 - December 17</b> <b>Phase 2A: June 16 – August 15</b> Acclimation period intended to ensure we are staffed appropriately to optimize the student experience.  <b>PHASE 2B</b> <b>August 16 - Dec. 17</b> Full implementation of Fall term on-site and remote operations. Planning for Phase 3 - Open Campus	<b>PHASE 3</b> <b>Open Campus -</b> <b>Intersession/Spring '22</b> <b>PHASE 3A</b> <b>Jan. 3 - Jan. 28 Intersession</b> Implementation of Spring '22 plans for return to full on-site learning and operations (Note: Plenary is January 27)  <b>PHASE 3B: Spring '22,</b> <b>January 31 –May 28</b> Full onsite learning and operations
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The College is aware that guidance for colleges and universities may continue to place limitations on group sizes and may continually change as we move through a return to on-campus learning and operations. The College will abide by all federal, state and local health and safety guidelines and in so doing, there may still be a limited number of classes and/or services that will be offered in person. The Policy team will continue to utilize the [Risk Evaluation Matrix](#) as necessary to protect the health and safety of employees and students.

Further, the economic impacts of the COVID-19 pandemic will have significant and lasting impacts on higher education.

- The College will closely follow the impact of the pandemic on state tax revenues and implement fiscal strategies accordingly.
- Community college education and job training programs will continue to remain integral to an economic recovery.
- Students, faculty and staff with COVID-19, and those who are directly exposed, may miss two or more weeks of classes or work.
- Food, nutrition and other basic needs services may be needed more by students.
- The College will need to continue to support students who are unable to afford the required technology and internet access, as courses continue to be taught online. For textbook assistance or emergency funds to help with urgent COVID-19 issues, students are directed to visit the [Palomar College Financial Aid website](#).

As the Recovery Plan is implemented, the College will continually assess and mitigate any equity and access issues that might arise in the process of doing so.

## **COVID-19 PREVENTION PROGRAM (CPP)**

*The CPP is specific to employees only, per the California Occupational Safety and Health Act (Labor Code §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205). Further below, are details of a student specific plan.*

### **Purpose:**

The purpose of the Palomar Community College District's (hereinafter referred to as the "District")'s COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Lab. Code, §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes the District from complying with federal, state, or local laws or public health order or guidance, or District policy or procedure that recommends or requires measures that are more prescriptive or restrictive than those that are provided herein.

### **Scope**

Unless one of the exceptions provided below applies, this CPP shall apply to all District employees (hereinafter referred to as "employees"), including those who are "fully vaccinated."

The following employees are exempt from coverage under the CPP: (1) Employees who are teleworking from home or a location of the employee's choice that is not under the control of the District; (2) Employees who are working in or at a work location and do not have contact with any other individuals; and (3) Employees that because of their tasks, activities or work location have occupational exposure as defined by the Aerosol Transmissible Diseases ("ATD") regulation (i.e., 8 C.C.R. § 5199), and are therefore covered by that regulation.

For employees, failure to follow any requirements contained in this plan may result in progressive discipline as outlined in the employee's respective collective bargaining agreement or employee handbook.

### **Definitions:**

"Close contact COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" as defined here. This definition applies regardless of the use of face coverings.

Employees who were wearing a respirator (defined below in this section) as required by the District and who used such respirator in compliance with Title 8 Section 5144 during contact with a COVID-19 case will be deemed not to have had close contact COVID-19 exposure.

"COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" means a person who either: (1) Has a positive COVID-19 test as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; (3) Has a positive COVID-19 diagnosis from a licensed health care provider; or (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

"COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that

may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (“FDA”) or has an Emergency Use Authorization (“EUA”) from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA EUA as applicable.

“Exposed group” means all employees at a work location, working area, or a common area at work, where a COVID-19 case was present at any time during the high-risk exposure period. However, if the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering the entire time they were present, other people at the work location, working area, or common area would not constitute part of the exposed group. Common areas at work include bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. However, places where employees momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Fully vaccinated” means the District has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

“High-risk exposure period” means the following: For COVID-19 cases who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until each of the following are true: (1) it has been ten (10) days since symptoms first appeared; (2) 24 hours have passed with no fever, without the use of fever-reducing medications; and (3) symptoms have improved; or For COVID-19 cases who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (“NIOSH”) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

“Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the District that a COVID-19 case did not enter.

*“Workplace Coordinator means the individual assigned by the District who will be responsible for COVID-19 issues on the District’s behalf.*

## Program

### **A. SYSTEM FOR COMMUNICATING WITH EMPLOYEES**

#### **1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at District Worksites and Facilities**

The District requires that employees immediately report to their manager or supervisor, or COVID-19 Response Action Team (CRAT) any of the following: (1) the employee's presentation of COVID-19 symptoms; and (2) the employee's possible COVID19 close contact exposures. For ease of reporting to CRAT, the District provides a website-based [COVID-19 reporting form](#) for employees to utilize in reporting any of the above scenarios.

Additionally, potential COVID-19 hazards at District worksites or facilities, and potential violations of safety policies and/or procedures, can be reported to a manager or supervisor, or by calling a confidential phone number at 760-891-7415, or extension 7415.

The District has not and will not discriminate or retaliate against any employee who makes such a report.

#### **2. Accommodations Process for District Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness**

The District provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care providers as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

For all employees who request such an accommodation, including fully vaccinated employees, the District will require that the employee provide information from the employee's health care provider explaining why the employee requests an accommodation.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness. The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

- a) Cancer
- b) Chronic kidney disease
- c) COPD (chronic obstructive pulmonary disease)
- d) Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- e) Immunocompromised state (weakened immune system) from solid organ transplant
- f) Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)



- g) Severe Obesity (BMI  $\geq$  40 kg/m<sup>2</sup>)
- h) Pregnancy
- i) Sickle cell disease
- j) Smoking
- k) Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

- a) Asthma (moderate-to-severe)
- b) Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- c) Cystic fibrosis
- d) Hypertension or high blood pressure
- e) Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- f) Neurologic conditions, such as dementia
- g) Liver disease
- h) Overweight (BMI  $>$  25 kg/m<sup>2</sup>, but  $<$  30 kg/m<sup>2</sup>)
- i) Pulmonary fibrosis (having damaged or scarred lung tissues)
- j) Thalassemia (a type of blood disorder)
- k) Type 1 diabetes mellitus

The District periodically reviews the [CDC website](#) (last updated on May 13, 2021), in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19.

Employees are encouraged to review the list of medical conditions and other condition provided above in order to determine whether they have such a condition.

To request an accommodation under District policy, employees may make a request to their supervisor and/or the Department of Human Resources by contacting [benefits@palomar.edu](mailto:benefits@palomar.edu) or calling 760-744-1150 ext. 2609.

### 3. COVID-19 Testing

Where the District requires testing, the District has adopted policies and procedures that ensure the confidentiality of employees' medical information and

comply with the Confidentiality of Medical Information Act (“CMIA”). Specifically, the District will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

4. COVID-19 Hazards

The District will notify employees and independent contractors of any potential COVID-19 exposure at a District worksite or facility where a COVID-19 case and employees were present on the same day. The District will notify employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

The District will also notify employees of cleaning and disinfecting measures the District is undertaking in order to ensure the health and safety of the District worksite or facility where the potential exposure occurred.

**B. Identification and Evaluation of Covid-19 Hazards at District Worksites and Facilities**

1. Screening District Employees for COVID-19 Symptoms

The District possesses authority to screen employees or require that employee self-screen for COVID-19 symptoms.

The District provides that employees are required to self-screen for COVID-19 symptoms prior to reporting to any District worksite or facility through the use of a daily health pre-screening questionnaire available on the Cleared4 platform. All employees have a personal link to the platform.

2. Responding to District Employees with COVID-19 Symptoms

Should an employee present COVID-19 symptoms during the daily health self-screen, the employee must complete a [COVID-19 questionnaire](#), remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria in order to return to work (as discussed in Section J. of this CPP).

The District will advise employees of any leaves to which they may be entitled during this self-quarantine period, including, but not limited to COVID-19 Supplemental Paid Sick Leave (“SPSL”).

Further, the District has adopted policies and procedures that will ensure the confidentiality of employees and comply with the CMIA, and the District will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3. District’s Response to COVID-19 Cases

In the event that an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, the District will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work (as discussed in Section J. of this CPP).

The District will advise employees of any leaves to which they may be entitled during this self-isolation period, including, but not limited to SPSL.

The District complies fully and faithfully with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and entities as required based on the individual circumstances: (1) The local health department; (2) Cal/OSHA; (3) Employees who were present at a District worksite or facility when a COVID-19 case was present; (4) Employee organizations that represent employees at the District worksite or facility; (5) Employers of any subcontracted employees who were present at the District worksite or facility; and (6) The District's workers' compensation plan administrator.

The District has established a COVID-19 Response Action Team (CRAT) to monitor and manage possible COVID-19 exposures and cases. Wherever possible, the CRAT interviews those involved in a possible COVID-19 case(s) in order to ascertain the risk, determine possible close contacts during the high-risk period, and to provide direction and follow-up to potential COVID-19 cases, and notification to Human Resources of any confirmed positive cases or exposures. Additionally, the District follows the CPP protocols for notification and reporting of exposures (Section J. of this CPP).

The District has adopted policies and procedures that will ensure the confidentiality of employees and comply with the CMIA. Specifically, the District will not disclose to other employees, except for those who need to know, the fact that the employee(s) tested positive for or were diagnosed with COVID-19. Further, the District will keep confidential all personal identifying information of COVID-19 cases or persons, unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

The District will periodically conduct workplace-specific assessments of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the District identified places (work locations, work areas, and common areas) and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

The District will provide notice of any such potential workplace exposure to all persons at District worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The District considered how employees and other persons enter, leave, and travel through District worksites and facilities, in addition to addressing employees' stationary workspaces or workstations.

Further, the District will treat all persons, regardless of the presentation of COVID-19 symptoms or COVID-19 status, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For indoor District worksites and facilities, the District evaluates how to maximize the ventilation of outdoor air; provide the highest level of filtration efficiency compatible with the worksites and facilities' existing ventilation systems; and

whether the use of portable or mounted High Efficiency Particulate Air (“HEPA”) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

6. District Compliance with Applicable State and Local Health Orders

The District monitors applicable public health orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.

The District fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, the District will evaluate existing COVID-19 prevention controls at the workplace and assess alternative or additional, controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE) (as discussed subsections D, and F-H of this CPP).

8. Periodic Inspections

The District conducts periodic inspections of District worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District’s COVID-19 policies and procedures, including, but not limited to this CPP.

**C. Investigating and Responding to COVID-19 Cases in District Worksites and Facilities**

1. Procedure to Investigate COVID-19 Cases

The District developed a procedure for investigating COVID-19 cases in the workplace, which provides for the following: (1) requesting information from employees regarding COVID-19 cases; (2) contact tracing of employees who may have had a close contact COVID-19 exposure; (3) requesting COVID-19 test results from employees who may have had a close contact COVID-19 exposure; (4) requesting information from employees regarding the presentation of COVID-19 symptoms; and (5) identifying and recording all COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section B.3., in the event that an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, the District will instruct the employee to remain at or return to their home or place of residence and not report to a District worksite or facility until such time as the employees satisfy the minimum criteria to return to work (as discussed in Section J. of this CPP).

*a. Contact Tracing*

If possible, the District will interview the COVID-19 case(s) in order to ascertain the following information: (1) the date on which the employee(s) tested positive, if asymptomatic, or the date on which the employee(s) first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 case(s) recent work history, including the day and time they were last present at an District worksite or facility; and (3) the nature and

circumstances of the COVID-19 case(s)' contact with other employees during the high-risk exposure period, including whether any such contact qualifies as a close contact COVID-19 exposure.

If the District determines that there was or were any close contact COVID-19 exposures, the District will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work (as discussed in Section J of this CPP). Further, the District will instruct those employees to be tested for COVID-19, and that the District will provide for such testing during paid time, as discussed in subsection c. below.

*b. Reporting the Potential Exposure to Other Employees*

The District fully and faithfully complies with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the individuals and entities described below.

Within one (1) business day of the time the District knew or should have known of a COVID-19 case, the District will give written notice of a potential workplace exposure to the following individuals: (1) All employees at the worksite or facility during the COVID-19 case's high-risk exposure period, and the authorized representative(s) of those employees; (2) Independent contractors at the worksite or facility during the COVID-19 case's high-risk exposure period; and (3) Other employers at the worksite or facility during the COVID-19 case's high-risk exposure period. The District will provide notice by either personal service, email, or text message.

The District's notice(s) will not reveal any personal identifying information of the COVID-19 case. The notice will include information about the District's disinfection plan.

*c. Offer of Free COVID-19 Testing Following a Close Contact COVID-19 Exposure*

The District makes COVID-19 testing available at no cost to employees to all employees who had a close contact COVID-19 exposure at a District worksite or facility. The District will offer employees COVID-19 testing during paid time, whether during the employee's regular work schedule or otherwise, and will provide compensation for the time that the employee spends waiting for and being tested.

The District will not provide free COVID-19 testing to the following two (2) classes of employees: (1) Employees who were fully vaccinated before the close contact COVID-19 exposure and who do not have COVID-19 symptoms, and (2) COVID-19 cases who returned to work pursuant to the criteria set forth in Section J of this CPP and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

*d. Leave and Compensation Benefits for Close Contact Exposures*

The District provides employees that had a close contact COVID-19

exposure with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local law, the District's own leave policies, and leave guaranteed by contract. These benefits include, but are not limited to, Supplemental Paid Sick Leave.

The District will continue and maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The District may require that these employees use District-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

*e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure*

The District will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what may be done to reduce exposure to such COVID-19 hazards, if any.

**3. Confidential Medical Information**

The District will protect the confidentiality of the COVID-19 cases, and will not disclose to other employees personal identifying information of employees who tested positive for or were diagnosed with COVID-19.

The District will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

**D. Correction of COVID-19 Hazards at District Worksites and Facilities**

The District will timely implement effective strategies to correct unsafe or unhealthy conditions or work practices.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

**E. Training and Instruction of District employees**

**1. COVID-19 Symptoms**

The District provides employees training and instruction on COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (a.) fever of 100.4 degrees Fahrenheit or higher or chills; (b.) cough; (c.) shortness of breath or difficulty breathing; (d.) fatigue; (e.) muscle or body aches; (f.) headache; (g.) new loss of taste or smell; (h.) sore throat; (i.) congestion or runny nose; (j.) nausea or vomiting; or (k.) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

The District monitors and adheres to guidance issued by the CDC concerning COVID-19 symptoms, including guidance provided at the [CDC website](#). The District will advise employees in the event that the CDC revises the symptoms that its associates with COVID-19.

In addition to providing training and instruction on COVID-19 symptoms, the District provides information and instruction on the importance of employees not coming to a District worksite if they have any COVID-19 symptoms. As discussed below, the District provides information on paid leaves to which employees may be entitled if they are experiencing a COVID-19 symptom and would like to be tested for COVID-19.

## 2. COVID-19 Vaccinations

The District provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leave for reasons related to COVID-19 vaccinations.

As discussed below, the District provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

## 3. District's COVID-19 Policies and Procedures

The District provides regular updates to employees on the District's policies and procedures adopted in order to prevent COVID-19 hazards at District worksites and facilities, how such policies and procedures are intended to protect the health and safety of employees and District worksites and facilities, and how employees may participate in the identification and evaluation of COVID-19 hazards in order to make such worksites and facilities healthier and safer for themselves and others.

## 4. COVID-19 Related Benefits

The District advises and provides updates to employees on the leaves to which employees may be entitled under applicable federal, state, or local laws as well as the District's own leave policies. Paid leave benefits include, but are not limited to, Supplemental Paid Sick Leave.

For example, when employees require leave in order to receive a COVID-19 test or to be vaccinated or are directed not to report to work by the District for reasons related to the presentation of COVID-19 symptoms, a COVID-19 case, close contact COVID-19 exposure, the District will advise the employees of the leaves to which the employees may be entitled for that specific reason.

## 5. Spread and Transmission of the Virus that Causes COVID-19

The District advises and provides updates to employees about the known spread and transmission of COVID-19. The District specifically advises employees of the following: (1) that COVID-19 is an infectious respiratory disease; (2) that the virus that causes COVID-19 can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; (3) that particles containing the

virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective; (4) that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and (5) that an infectious person may present no COVID-19 symptoms or be pre-symptomatic.

#### 6. Hand Hygiene, and Face Coverings and Respirators

The District advises employees of the importance of physical distancing, face coverings, and hand hygiene, including hand washing, and instructs employees that the combination of physical distancing, face coverings, increased ventilation indoors, and respiratory protection make such preventative measures most effective.

With respect to hand hygiene, the District provides employees information regarding the importance of frequent hand washing, that hand washing is most effective when soap and water are used and the employees washes for at least 20 seconds. The District instructs employees to use hand sanitizer when employees do not have immediate access to a hand washing facility (*i.e.*, a sink) and that hand sanitizer will not be effective if the employee's hands are soiled.

With respect to face coverings and respirators, the District provides employees information on the benefits of face coverings, both to themselves and to others. The District also provides employees instructions on the proper use of face coverings and the differences between face coverings and respirators. Face coverings are not respiratory protective equipment for the wearer against COVID-19, an airborne disease – they primarily protect people around the user. Respirators, such as N95 masks, protect the user from airborne disease.

Upon request, the District will provide respirators to employees who are not fully vaccinated and who work indoors or in a vehicle with more than one person. At such time as the District provides respirators to employees for their use, it will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions. The District will provide training on the conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees who are not fully vaccinated have a right to request a respirator for voluntary use at no cost to the employees and without fear of retaliation. Employees who choose to wear a District issued respirator must sign a [Respiratory Protection Program Voluntary Respirator Use Agreement](#). Any District employee may request a face covering from the District at no cost to the employee, and can wear them at work, regardless of vaccination status, without fear of retaliation.

### F. **Face Coverings**

#### 1. General Face Covering Requirements

The District provides face coverings to all employees who are not fully vaccinated and requires that employees wear these face coverings when indoors or in vehicles, unless certain conditions are satisfied, as explained



below. The District adheres to the most restrictive or prescriptive public health order provided by the CDC, CDPH or the local health department applicable to the District and will provide face coverings and ensure they are worn by employees when required by federal, state, or local health orders.

The District requires that employees' face coverings be clean and undamaged. The District allows employees to use face shields to supplement, not supplant, face coverings. However, face shields are not a replacement or acceptable alternative for a face covering.

For the Fall 2021 semester, face coverings are always required indoors. This includes classrooms and all campus meeting spaces. Fully vaccinated employees may take their face covering off when working in their office alone. Face coverings do not need to be worn outside, regardless of vaccination status. However, employees who are not fully vaccinated are encouraged to wear a face covering outside when six (6) feet of social distancing is not possible. Employees are prohibited from asking other employees and students about their vaccination status, as this is medically confidential information.

## 2. Limited Exceptions

The District provides for the following exceptions to the face coverings requirement:

- a. When a vaccinated employee is alone in a room (*e.g.*, alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle;
- b. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- c. Employees wearing respirators required by the District and being used in compliance with the regulatory requirement for the use of the such respirators.
- d. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person, where the District has determined it can reasonably accommodate an exemption without undue hardship or a direct threat to the health and safety of the workplace.
- e. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

## 3. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

The District requires that its employees who are exempted from wearing face coverings through an available reasonable accommodation wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

## 4. Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

The District requires that any employees not wearing a face covering due to either exception number d or e, identified in Subsection 2 above, and not wearing a face

shield with a drape or other effective alternative as described in Subsection 3 above, shall remain at least six (6) feet apart from all other persons unless the unmasked employees are tested at least weekly for COVID-19 during paid time and at no cost to the employees, or are fully vaccinated.

In situations where a face covering is otherwise required, face coverings must be worn, and the exceptions to face coverings contained in this section no longer apply.

However, the District does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

5. Prohibition on Preventing Employees from Wearing Face Covering

The District does not prevent any employee from wearing a face covering unless wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

6. Communication to Non-Employees Regarding Face Covering Requirement

The District posts signage to inform non-employees of the District's requirements concerning the use of face coverings at District worksites and facilities.

**G. Other Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE)**

1. Maximization of Outdoor Air

As provided above at Section B.5., for indoor District worksites and facilities, the District evaluated how to maximize the quantity of outdoor air. ASHRAE HVAC recommendations for safely reopening buildings are being adhered to within the mechanical limits of existing HVAC equipment.

Further, for District worksites and facilities with mechanical or natural ventilation, or both, the District maximizes the quantity of outside air provided to the extent feasible, except when the Environmental Protection Agency ("EPA") Air Quality Index ("AQI") is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

2. Cleaning Procedures

The District undertakes the following cleaning measures:

- a. Identify and regularly clean frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phone, headsets, bathroom surfaces, and steering wheels;
- b. Inform employees and authorized employee representatives of the District's cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection; and
- c. Clean areas, material, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

Further, the District requires that cleaning must be done in a manner that does not create a hazard to employees or subcontracted employees who do the cleaning and disinfecting.

3. Evaluation of Handwashing Facilities

In order to protect employees, the District evaluates its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The District encourages employees to wash their hands with soap and water for at least 20 seconds each time.

The District does not provide hand sanitizers with methyl alcohol.

4. Personal Protective Equipment (PPE)

a. Evaluation of the Need for PPE

The District evaluates the need for PPE in order to prevent employees from being exposed to COVID-19 hazards.

b. Provision of PPE When Necessary

The District provides PPE, including, but not limited to, eye protection, face coverings, respirators, gloves, goggles, and face shields, to and for employees who require such equipment in order to perform their job duties in a healthy and safe manner, including where employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

As noted above in Section E(6), upon request, the District shall provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever the District makes respirators available for voluntary use, the District will ensure that employees receive a respirator of the correct size and will provide such employees training on the proper use of such respirators, including, but not limited, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions, as discussed in Section E.6 above.

5. Testing of Symptomatic Employees Who Are Not Fully Vaccinated

The District makes COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated. This testing will be made available during the employees' paid time and testing locations shall be posted on the District's COVID-19 Employee Information website

<https://www2.palomar.edu/pages/hr/covid19/>.

## **H. Reporting, Recordkeeping, and Access**

### **1. Reporting COVID-19 Cases to the Local Health Department**

The District reports COVID-19 cases and COVID-19 outbreaks at District worksites and facilities to the local health department. Further, the District provides any related information requested by the local health department.

### **2. Maintenance of Records Related to the Adoption of the CPP**

The District maintains records of the steps it has taken to implement these provisions described in this CPP.

### **3. Availability of the CPP for Inspection**

The District makes this written CPP available to employees and employee organizations at District worksites or facilities. Further, the District makes this written CPP available to Cal/OSHA representatives immediately upon request.

### **4. Records Related to COVID-19 Cases**

The District keeps a record of and tracks all COVID-19 cases through the Worker's Compensation Administrator (Keenan and Associates) with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

The District keeps employees' medical information confidential.

## **I. Exclusion of COVID-19 Cases and Employees Who Had a Close Contact COVID-19 Exposure**

### **1. Exclusion of COVID-19 Cases from District Worksites and Facilities**

The District ensures that COVID-19 cases are excluded from District worksites and facilities until the employee satisfies the minimum return to work criteria provided for in Section J.

### **2. Exclusion of Employees with Close Contact COVID-19 Exposures from District Worksites and Facilities**

The District ensures that employees who had a close contact COVID-19 exposure are excluded from District worksites and facilities until the employee satisfies the minimum return to work criteria, as provided in Section J, except in the following circumstances.

The District may allow the following employees who had a close contact to continue to report to District worksites and facilities without exclusion from the workplace: (1) Employees who were fully vaccinated before the close contact COVID-19 exposure and who have not developed COVID-19 symptoms since such exposure; and (2) COVID-19 cases who returned to work pursuant to the return to work criteria, as provided in Section J, and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms, or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive COVID-19 test.

### **3. Benefits for Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure**

#### **a. Employees Who Are Able to Telework During Isolation or Quarantine Period**

The District allows employees who are able to telework to do so during the isolation or quarantine period. The District will provide these employees their

normal compensation for the work that they perform during the isolation or quarantine period.

The District continues and maintains such an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job location.

**b. Employees Who Are Unable to Telework During Isolation or Quarantine Period**

The following employees are not entitled to the benefits described below:

(1) Employees for whom the District can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) Employees who received disability payments or were covered by workers' compensation and received temporary disability. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, the District requires that employees who are unable to telework, but are otherwise able and available to work, the District may use paid sick leave available to the employee, including but not limited to Supplemental Paid Sick Leave ("SPSL"), for the purpose of continuing and maintaining the employee's earnings during the isolation or quarantine period. If the employee has exhausted their SPSL entitlement, the District may use the employee's paid sick leave in order to continue and maintain the employee's earnings during the isolation or quarantine period.

Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the District will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

**4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections**

The obligations set forth in this section do not limit any other applicable law, District policy, or collective bargaining agreement that provides District employees with greater protections or benefits.

**5. Provision of Information Concerning Benefits to Excluded Employees**

At the time of exclusion, the District provides the excluded employees the information on paid leave benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes, but is not limited to, COVID-19 Supplemental Paid Sick Leave ("SPSL") (under Labor Code section 248.2), any paid leave benefits available under

workers' compensation law, Labor Code sections 3212.86 through 3212.88, the District's own leave policies, and leave guaranteed by contract.

**J. Return to Work Criteria**

**1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases**

The District requires that a COVID-19 case with one or more COVID-19 symptoms remain at their home or place of residence and not report to any District worksite or facility until they satisfy each of the following conditions: (1) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; (2) COVID-19 symptoms have improved; and (3) At least 10 days have passed since COVID-19 symptoms first appeared.

**2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases**

The District requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any District worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

**3. COVID-19 Testing Not Required in Order to Return to Work**

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, once an employee has satisfied the criteria to return to work, as provided in this Section, the District will not require that the employee submit to a COVID-19 test or produce a negative COVID-19 test result, in order to return to District worksites or facilities.

**4. Minimum Criteria to Return to Work for Close Contacts**

**a. Asymptomatic Employees**

An employee who is not fully vaccinated and has had close contact COVID-19 exposure, but never developed COVID-19 symptoms may return to District worksites or facilities 14 days following the last known close contact COVID-19 exposure, in accordance with the San Diego County Order of the Public Health Officer for Quarantine of Persons Exposed to COVID-19. Those who are fully vaccinated and had a close contact COVID-19 exposure, but never developed COVID-19 symptoms do not need to quarantine unless they develop symptoms. Per CDC guidance, they are encouraged to get tested for COVID-19 3-5 days after the exposure and to wear facial coverings and maintain 6 feet of physical distancing until they receive a negative test.

**b. Symptomatic Employees**

Except as provided below, an employee who had a close contact COVID-19 exposure and developed one or more COVID-19 symptom may not return to District worksites or facilities until they satisfy each of the following conditions:

- (1) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications;
- (2) COVID-19 symptoms have improved; and
- (3) At least 10 days have passed since COVID-19 symptoms first appeared.

An employee who had a close contact COVID-19 exposure and developed one or more COVID-19 symptom may return earlier under each of the following conditions:

- (1) The employee tested negative for COVID-19 using a polymerase chain reaction (“PCR”) COVID-19 test with specimen taken after the onset of symptoms;
- (2) At least 10 days have passed since the last known close contact COVID-19 exposure; and
- (3) The employee has been symptom-free for at least 24 hours, without using fever reducing medications.

c. Critical Staffing Shortages

During critical staffing shortages, when there is an insufficient number of emergency response workers, workers in such job classifications may return to District worksites or facilities seven (7) days following the last known close contact COVID-19 exposure if they have received a negative PCR COVID-19 test result from a specimen collected five (5) days after the close contact COVID-19 exposure.

d. Employees Requiring Additional Recovery Time

The Human Resource Services Department will engage with employees who need additional time beyond the time listed above, to provide employees with the processes and leaves related to qualifying medical conditions including additional symptoms or quarantine that may be needed to recover from symptoms of COVID-19.

5. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, the District requires that the employees not report to any District worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the relevant order did not specify a definite isolation or quarantine period, then the District will require that employees isolate or quarantine according to the applicable periods and criteria provided for in this Section or as otherwise instructed by the District.

6. Allowance by Cal/OSHA for an Employee to Return to Work

If no violations of state or local health officer orders related to the employee’s isolation, quarantine, or exclusion would result, the District may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community’s health and safety.

Where the absence of an essential employee from the District’s worksite would cause a staffing shortage that would have an adverse effect on a community’s health and safety and pose an undue risk to the community’s health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the District will submit the written request to [rs@dir.ca.gov](mailto:rs@dir.ca.gov). In the event of an emergency, the District may request a provisional waiver by contacting the local Cal/OSHA office while the District prepares the written waiver request.

The written waiver request must provide for the following information:

- a. Employer name and business or service;
- b. Employer point-of-contact name, address, email and phone number;
- c. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
- d. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
- e. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
- f. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respirators in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the District worksite or facility and, if isolation is not feasible, the use of respirators in the workplace.



## COLLEGE-WIDE HEALTH AND SAFETY PLAN

*The following portion of the Palomar College Recovery Plan is in alignment with the most recent federal, state, and regional public health guidance. As per AB 685 which requires the above CPP, it is specific only to employees. Due to this, the information herein may be duplicative but remains equally as important in protecting the health and safety of Palomar College students and employees.*

### **Required Use of Face Coverings**

Due to the nature of personal privacy rights, the District to the best of its ability will enforce the [Centers for Disease Control and Prevention \(CDC\)](#) guidance on the use of face coverings by fully vaccinated and unvaccinated people. As an employer in California, the District will also rely on and abide by the safety requirements issued by [Cal/OSHA](#) on June 17, 2021.

For the Fall 2021 semester, facial coverings are required indoors when two (or more) people whose vaccination status is unknown are within six feet of one another. This includes classrooms and all campus meeting spaces.

Fully vaccinated employees may take their face covering off when working in their office alone. Face coverings do not need to be worn outside, regardless of vaccination status. However, employees who are not fully vaccinated are encouraged to wear a face covering outside when six (6) feet of social distancing is not possible. Employees are prohibited from asking other employees and students about their vaccination status, as this is medically confidential information.

Per CDC guidance, people are considered fully vaccinated, two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. Employees are prohibited from asking other employees and students about their vaccination status, as this is medically confidential information.

Further, unvaccinated employees and students can find vaccination information on the Palomar College COVID-19 website [here](#). Per CDC guidance, it is recommended for people who are not fully vaccinated, to

- wear [a mask that covers your nose and mouth](#) to help protect yourself and others.
- respect the requests of others to stay up to 6 feet away.
- [wash your hands often](#) with soap and water. Use hand sanitizer if soap and water aren't available.

As per the COVID-19 Prevention Plan (CPP), employees who are not fully vaccinated have a right to request a respirator for voluntary use at no cost to the employees and without fear of retaliation. Employees who choose to wear a District issued respirator must sign a [Respiratory Protection Program Voluntary Respirator Use Agreement](#).

### **Promotion of Healthy Hygiene Practices**

The District's [campus health and safety guidelines](#) and the CPP encompass the primary initiatives required to maintain the health and safety of the main campus and Education Centers. In result, the District recommends that students:

- Frequently wash their hands for 20 seconds with soap, rubbing thoroughly after application. Using

“antimicrobial” soap is not necessary or recommended.

- Cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Not use any hand sanitizer that may contain methanol per [FDA advisory](#). Methanol is dangerous to both children and adults.

The District ensures adequate supplies to support [healthy hygiene](#), including sanitation stations, soap, hand sanitizer containing at least 60 percent ethyl alcohol, paper towels, tissues, disinfectant wipes, and no-touch/foot pedal trash cans. [Hand sanitizer locations](#) can be found at the main campus and at all Education Centers.

Signs are in highly visible locations (e.g. campus entrances, building entrances, restrooms, high traffic areas) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs, such as proper hand washing, physical distancing, and proper use of a face covering.

#### **Implementation of Physical Distancing at the Main Campus and Education Centers**

To ensure the safety of all students and employees, and aligned with CDC guidance for fully vaccinated and unvaccinated individuals, the District has chosen to maintain a class occupancy rate of 67%. The intention is to prevent the spread of illness and protect the health of both unvaccinated and fully vaccinated employees and students. As vaccination rates increase among employees and students, the District may amend this decision.

Within their Return to Campus Safety Plans, many departments are utilizing staggered employee work schedules to maintain physical distancing and requested the installation of acrylic barriers for added protection. Similarly, in areas of the College, where there is a high volume of student foot traffic, social distancing decals and signage may be used to ensure physical distancing. The College encourages all employees to work with their supervisors and associated Vice Presidents to address physical distancing preferences within workspaces.

The District will continue to schedule classes with the health and safety of employees and students as a priority. This approach will impact course schedules and classroom headcounts in summer 2021, fall 2021, spring 2022, summer 2022 and could impact fall 2022.

- For on-campus, face-to-face courses, seating/desks are spaced at least three feet apart within the classroom or laboratory. Smaller class sizes are held in larger rooms when possible. In order to maintain physical distancing, many classrooms and labs have a reduced capacity size, and thus the enrollment capacity has also been reduced.
- Non-instructional rooms such as computer labs, lounges, tutoring areas, and Student Services (as per a Return to Campus Safety Plan) will follow the most recent guidance from the CDC, state and regional public health agencies.
- Classroom capacities have been reduced to allow for modified layouts of classrooms and laboratories currently offering face-to-face instruction have been designed and implemented. As the plan solidifies for more on-site instruction, additional classrooms and laboratories will be modified as well. All modified layouts in these spaces will be designed in order to maintain

proper physical distancing.

- Instructional departments are encouraged to redesign activities for smaller groups and rearranging spaces to maintain separation when feasible.

### **Physical Barriers and Guides**

- As per Return to Campus Safety Plans, the Facilities Department is prepared to install impermeable physical barriers, such as sneeze guards, and partitions upon request, particularly in areas where it is difficult for individuals to remain at least six feet apart (e.g., service desks).
- Floor decals, directional floor markings, and wall signage can be installed in high traffic areas and in laboratories to ensure that individuals remain at least six feet apart in waiting lines and to reduce gatherings outside of classrooms and restrooms.
- Spaces in Parking Lot 1 have been identified and painted for the Bookstore curbside pick-up program.
- As more individuals return to campus, the Facilities Department may identify and designate routes for entry and exit of buildings, using as many entrances as feasible and safe.
- The College recommends faculty who are teaching face-to-face classes to determine methods for students to turn in assignments that minimize contact.

### **Communal Spaces**

- Based on the phased approach to on campus instruction and operations, the main campus and Education Centers opened to the general public on August 16, 2021. However, the EOC and the Policy team may adjust this timeline based on factors such as vaccination rates and the absence of a surge in COVID-19 cases.

Members of the general public are required to adhere to the District's facial covering requirement and use the daily health pre-screen questionnaire, available [here](#). If a member of the public does not receive clearance, based on the result of the questionnaire, they are required to immediately contact the individual they are meeting or working with on campus. The meeting or activity should be canceled until the member of the general public is well enough to visit campus.

- Employees who continue to telecommute during Phase 2A, 2B, 3A, and 3B, may request access to the main campus or an education center by completing [this form](#). All campus access requests must be approved by an Assistant Superintendent/Vice President, or the President of the College.
- All nonessential shared spaces, such as the Student Union, Wellness Center, Club Hub, and libraries will open as per the Department Return to Campus Safety Plan on file.
- Essential shared spaces should stagger use and restrict the number of people allowed in at one time to ensure physical distancing and health, and safety. [Cleaning and disinfecting](#) between use of space by employees is also highly recommended when possible. This practice when conducted is in addition to the regularly scheduled cleaning and disinfecting of the area by the facilities department.
- Restrooms have signage on the exterior door indicating the maximum number of people allowed inside to provide adequate physical distancing.

## **Gyms, Pools, and Fitness Facilities**

- Gyms, and the Wellness Center are temporarily closed for all activities. The status of these facilities will be evaluated during the phased approach to on-campus work and learning. The Emergency Operations Center and Policy Team will monitor the state and local guidance regarding these types of facilities, and determine when it is safe to reopen them to students and employees.
- In Fall 2021, the shower facilities re-opened. The Athletics department makes shower facilities available during specific hours of operation to students facing housing insecurity and the community at large.
- The pool re-opened at the beginning of the Fall 2021 semester and is available for community use through the use of facilities reservation system.

## **Food Service**

- Beginning August 23, 2021, the food court and grab & go food services operated by Aramark at the main campus will be open Monday through Thursdays. Vending machines located in the Natural Sciences building and D building pavilion, and at the Escondido, Rancho Bernardo, and Fallbrook Education Center, will be open as well.
- The College will utilize the San Diego County Public Health Department guidance and orders by Governor Newsom, and/or California Department of Public Health, to evaluate the expansion of food service offerings for students and employees.
- In Fall 2021, the College's Anita & Stan Maag Food and Nutrition Center will be open to students and employees by appointment. Students are encouraged to file an application to participate in Cal Fresh. The Student Life & Leadership Department refers anyone who is food insecure to the San Diego Food Bank. In addition, the grab-n-go stations located throughout the main campus and education centers will be available.

## **Bookstore**

- The bookstore will be open at the main campus only on Monday through Friday beginning June 16, 2021. Online ordering and curbside pick-up are available to students Monday through Friday in lot 1. The bookstore will be closed on Saturday and Sunday. To ensure social distancing and health and safety, plexiglass barriers will be installed at cash registers and customer service desk. The bookstores at the Escondido and Rancho Bernardo Education Center will be closed through Phase 2A.

## **Library**

- In Fall 2021, the first floor of the library on the main campus, inclusive of the circulation desk, will be open to students Monday – Thursday for a limited number of hours. Students are able to contact a librarian for assistance and gain access to limited materials either remotely or through the curbside pick-up program, which is available during specific days and times of the week. As the status of library offerings and services change, students will be updated.

## **Early Childhood Education Lab School (ECLS)**

- ECLS operates with a specific safety plan aligned with California State COVID-19 Guidelines for daycare centers. The Plan is available in Appendix A.

### **Intensify Cleaning, Disinfection and Ventilation**

The facilities department of the College has implemented a schedule of increased routine cleaning and disinfection in occupied areas. To maintain personal health, the District recommends that all employees and students frequently wash their hands, use hand sanitizer, and avoid touching face, nose and eyes.

### **Ventilation**

Studies have shown the transmission of COVID-19 is less likely when outside, or when fresh outdoor air is introduced through opening doors and windows. Improved building mechanical ventilation is provided by filtration to MERV-13, or the highest level mechanically feasible.

The facilities department partnered with an independent engineering firm, P2S, to conduct an analysis of HVAC systems in all campus and Education Center buildings, following [ASHRAE recommendations](#). All required modifications and upgrades are scheduled for completion by the end of summer 2021. [Progress of work](#) is available in the COVID-19 Employee Communications Library on the [COVID-19 website](#).

Windows and doors are opened when appropriate, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. Newer buildings are equipped with high quality air circulation that is utilized when the areas are occupied. In these buildings, windows and doors do not need to be opened because it will hinder the ability of the ventilation system to circulate air. Instructions are communicated to employees occupying these areas.

- For newer mechanically ventilated buildings on campus, outdoor air ventilation is increased by disabling demand-controlled ventilation and opening outdoor air dampers to or the greatest amount feasible as indoor and outdoor conditions permit.
- Mechanical ventilation systems in buildings must be operated continuously when persons are in the building.

### **Disinfection of Water Systems**

Plumbing system flushing has regularly been conducted by the facilities department to minimize the risk of [Legionnaires' disease](#), and other diseases associated with water. Individuals who may have any concerns should utilize water bottle filling stations located on the main campus and education centers.

### **Train and Educate Students and Employees**

Official statements from the President, updated guidelines, monthly emails from the Office of the President to students, and important updates are available on the [Palomar College COVID-19 website](#), and posted to the communication libraries for students and employees. In addition, the President's Office issues a weekly email containing important updates on the pandemic and required safety protocols for individuals on campus. The College hosts a weekly COVID-19 campus update meeting to further educate and inform employees of the current status of the pandemic in the region, discuss and present safety protocols, and to respond to concerns and questions. Lastly, the College offers a [Face to Face \(F2F\) COVID Training](#) through the Professional Development portal (PD Portal). This training is available to all employees and is recommended training for employees returning to onsite operations and teaching.

The education of students on COVID-19 symptoms; policies and procedures to protect students and prevent COVID-19 hazards on campus; the spread and transmission of the virus that causes COVID-19; methods and importance of physical distancing, face coverings, and hand hygiene, are conducted through social media posts, and an on-campus signage campaign. In addition, the College utilizes common communication channels such as announcements on Canvas, text messaging, and email to inform students. [A Quick Guide to Student Resources](#) has been established to assist students with needs on and off campus. The guide includes

recommendations related to resolving food and housing insecurity, as well as, health services, and technology and financial assistance.

As per the COVID-19 Prevention Program (CPP) of Palomar College, all employees will be provided with training and education materials specific to, COVID-19 symptoms; policies and procedures to protect employees and prevent COVID-19 hazards at worksites and facilities; the spread and transmission of the virus that causes COVID-19; methods and importance of physical distancing, face coverings, and hand hygiene; and leave benefits available.

As outlined in the District's COVID-19 Prevention Program (CPP), the District will provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Lab. Code, §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205). The CPP outlines the requirements under the plan and the processes by which the District will adhere to the guidelines. It addresses many areas to ensure a safe working environment, such as a system for communicating and responding to employees regarding COVID-19 exposure or symptoms, symptom screening, employee accommodations, identification of COVID-19 hazards, cleaning procedures, COVID-19 case management, vaccination guidance, employee training, and employee related leaves and benefits.

Specific resources include:

- [Campus health and safety guidelines.](#)
- Recommended viewing of [COVID-19: Return to Campus Safety Video Training](#) through the Palomar College 3PD Portal, for all employees who are approved to work on campus. The training includes general instructions for disposable respirators, proper handwashing, physical distancing, proper use of and removal of PPE, and managing anxiety and stress related to COVID-19.
- [Personal Protective Equipment Guide](#) and links to the [CDPH Guidance for the Use of Face Coverings](#). This information includes the circumstances when face coverings must be worn, allowable exemptions, and practices related adopted policies.
- Faculty resources are available for online teaching located on the [Teach Anywhere website](#) and through training found on the 3PD portal - [COVID Teach Anywhere Training using Zoom and Canvas](#)
- Palomar Online Education and Training (POET) is available to all faculty and staff through the 3PD portal. This training is required of all instructors teaching online.

The District ensures all independent contractors, temporary or contract workers, and volunteers are properly informed about campus COVID-19 safety protocols. These individuals are required to adhere to the District's facial covering requirement and use the health pre-screen questionnaire on the [Cleared4 platform](#). If an individual does not receive clearance, based on the result of the questionnaire, they are required to immediately contact the individual they are meeting or working with on campus. The meeting or activity should be canceled until the individual is well enough to visit campus.

#### **Daily COVID-19 Health Pre-Screening Questionnaire**

Palomar College adheres to the Cal/OSHA regulations that require employers to provide employees with a health self-screening tool. In doing so, the District offers a health self-screening tool through the Cleared4 platform. All employees and students have received a personal link to the Cleared4 platform and are required to respond to questions on the daily health pre-screening questionnaire before coming to the main campus and education centers. Employees and students who are not cleared to enter the main campus or education centers based on their answers to the questions, should complete the COVID-19 questionnaire located [here](#), and contact their supervisor or instructor, respectively.

Students and employees who are not feeling well should stay home and contact their supervisor or professor respectively.

Employees and students can consult a [Guide to the Cleared4 platform](#) to gain assistance or contact [benefits@palomar.edu](mailto:benefits@palomar.edu) or [VPStudentServices@palomar.edu](mailto:VPStudentServices@palomar.edu) respectively.

Visitors, vendors and contractors are also required to complete the daily health pre-screening questionnaire before entering the main campus and education centers in Escondido, Fallbrook, and Rancho Bernardo. Access to the questionnaire designed specifically for all visitors, vendors and contractors can be found [here](#). More information is available on the on [visitor access webpage](#).

### **Reporting of COVID-19 Symptoms and Positive Test Results**

For ease of reporting, the College instituted a website-based COVID-19 reporting form for students and employees to utilize in reporting an illness and/or results of a positive COVID-19 test result. The [COVID-19 Questionnaire](#) form is located on the [COVID-19 website](#) and is designed for an individual to self-report their illness or COVID-19 positive status, and any employee or student can report on behalf of an individual.

Once the form is received by the College, an intake interview is performed by a member of the health services team. This information is contained in a COVID-19 Response Action Team (CRAT) dashboard and Human Resource Services is contacted to report all employees who have tested positive for COVID-19. For onsite employees, the District is required to report all COVID-19 positive employees. The report is referred to as the “Keenan Report” and includes data related to potential exposures on campus.

A case manager is assigned to each case and remains in contact with the individual until he/she returns to work or class. The Case Manager provides the ill student or employee with specific and relevant resources available to them and refers employees to the benefits office of Human Resource Services as necessary.

If a student or employee exposes or potentially exposes others to COVID-19, the intake team conducts the necessary interviews and alerts CRAT of the situation. CRAT reports to the Policy Team, who directs the activation of the appropriate protocols to alert impacted students or employees, require disinfecting and sanitization remedies, closure or the temporary closure of a course or program being held onsite.

For individuals exposed to COVID-19, the CDC has issued separate self-quarantine and self-isolation guidelines for those who are [fully vaccinated](#) and for those who are [unvaccinated](#). CRAT will adhere to these guidelines when providing guidance to students and employees.

### **When someone is sick**

Faculty, staff, and students should not come on campus if they feel sick, and should notify their appropriate faculty member or supervisor if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed case.

The CRAT health intake team informs sick individuals of self-isolation criteria and if they need emergency assistance they are to call 911. In addition, employees and students who are sick or have recently had close [contact](#) with a person with COVID-19 are required to stay home and follow [isolation](#) procedures.

Sick faculty, staff, or students should not return to campus for any reason, including in-person classes, or end isolation until they have met CDC’s criteria to discontinue [home isolation](#).



The district has developed policies that encourage and remind sick employees and students to stay at home without fear of reprisal and ensure these policies are communicated accordingly. An [Employee Information](#) webpage was created, which includes a Palomar College [resource sheet](#), references to [up-to-date communications regarding COVID 19](#), links to the [Center for Disease Control](#) and [San Diego County](#), as well as answers to frequently asked questions.

### **Health and Safety Guidelines if Someone Becomes Sick**

The College has developed [mitigation and prevention strategies](#) and a [risk assessment protocol](#) for students and employees who have either tested positive for COVID-19 or come into close contact with someone who is COVID-19 positive. Close contact is defined as being within 6 feet of someone who is positive for COVID-19 for 15 minutes over a 24-hour period of time.

The COVID-19 Response and Action Team (CRAT) operates within these protocols for assessing risk levels and case management of said individuals.

Individuals on campus who become sick with COVID- 19 symptoms should immediately be removed from other faculty, staff, and students. Those who are sick should:

- wear a mask or face covering,
- go home, or go to a local health care facility, depending on how severe their symptoms are
- follow [CDC Guidance for caring for oneself and others](#) who are sick
- follow the above isolation guidance

Campus Police should be immediately contacted, if the individual's symptoms are severe.

Student Health Services are available via telehealth protocols while the District remains in a remote service environment. The Student Health Centers Standing Order and Standardized Procedure for Containing COVID-19 during onsite delivery of services contains standard and recommended safety protocols to protect the health and safety of both students and employees. This document is available in Appendix B.

### **Clean and Disinfect**

- The College will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting, as described above.
- The College will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as practicable. A safe and correct application of disinfectants with trained staff using personal protective equipment and ventilation recommended for cleaning, as described above.

### **Notify Health Officials and Close Contacts**

- The Public Health Department of San Diego County will alert the College of positive cases of students and employees. However, if the College becomes aware of positive cases prior to receiving notification from the County, the College will notify the County Public Health Department.



- The College will notify appropriate members of the campus community of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws, including FERPA and the ADA.
- The College will inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for [symptoms](#), depending on status of vaccination, and follow [CDC guidance](#) if symptoms develop.
- The College will document/track incidents of possible exposure and notify local health officials, appropriate staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- The College will advise sick staff and students not to return until they have met CDC criteria to discontinue [home isolation](#), including 24 hours with no fever, symptom improvement, and 10 days since symptoms first appeared.
- The College will ensure non-discrimination against students and staff who were or are diagnosed with COVID-19.

#### **Required Submission of Vaccination Status**

The College continues to make safety a top priority, having full knowledge of the number of vaccinated employees allows us to plan and implement plans accordingly. As such, the College requires that all employees submit their vaccination status. Human Resources will email a “Vaccination Confirmation Form” to all employees who *have not yet* submitted a proof a vaccination. The deadline to submit vaccination status information is October 11, 2021.

If you have been fully vaccinated, but have not yet submitted proof of vaccination, please send proof to Human Resources in one of three ways:

1. (PREFERRED) Send an email to [benefits@palomar.edu](mailto:benefits@palomar.edu). In the subject line, enter “COVID-19 Proof of Vaccination”, and include your name, employee ID#, and proof.
2. U.S. Mail: Palomar College (Attn: Benefits Office), 1140 W. Mission Rd., San Marcos, CA 92069
3. Fax: (760) 761-3530

If you have lost or misplaced your physical vaccination card, please visit [Digital COVID-19 Vaccine Record \(ca.gov\)](#) to obtain a replacement digital copy of your vaccination card for submission. You may also call the site you received your vaccination to request an additional physical vaccination card.

#### **Maintain Healthy Operations**

##### **Protections for Persons at Higher Risk for Severe Illness from COVID-19**

- The College offers options for faculty and staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk.
- Employees are given the opportunity to work remotely through telework, remote course delivery, or modified job responsibilities.
  - [Telework Agreement](#)
  - [Resources for Remote Work](#)

- Faculty are offered resources for teaching online on the [Teach Anywhere](#) website.
- The College offers options for students at [higher risk for severe illness](#) that limit their exposure risk. These options include virtual learning opportunities, as well as contactless supply and material item distribution events. Students can find resources and links on a [dedicated college web page](#).

### **Regulatory Awareness**

- The College maintains awareness of current state or local regulatory agency policies related to group gatherings to determine if events can be held.
- The Emergency Operations Center (EOC) is regularly briefed by campus health and safety staff on current policies.
- Current updates and policies are discussed with staff and faculty at weekly COVID-19 campus update meetings and in weekly email communication from the Office of the President.

### **Activities**

- A completed [Onsite Operations and Safety Plan](#) is required for any planned campus event.
  - The Emergency Operations Center reviews these plans as they are submitted. Plans are either approved as is, denied, or sent back to the submitter for further information.
- Guidance is followed applicable to sporting events and participation in sports activities in ways that reduce the risk of transmission of COVID-19 to players, families, coaches, and communities. The College is utilizing guidance from the [National Collegiate Athletic Association](#) to inform decisions related to student athletic competitions. Appendix E contains guidance for the Palomar College Athletics Department and student athletes.
- For all other gatherings, such as public performances, current published state and local health officer orders are followed. Effective August 16, 2021, the College will permit public performances on the main campus and at the education centers.
- Until August 16, 2021, access to campus for nonessential visitors or volunteers is limited. In-person activities or meetings involving external groups or organizations are only permitted with approval from a Vice President/Assistant Superintendent and review by the Emergency Operations Center.

### **Telework and Virtual Meetings and Services**

- As stated above, the College is utilizing a phased strategy to re-population of the main campus and education centers. Employees, especially those with a [higher risk for severe illness from COVID-19](#), should work with their supervisor to understand their department's Return to Campus Safety Plan and its impact on their telework schedule.
- The College has organized and implemented resources for employees to work

virtually.

- For employees who may not have suitable internet connectivity, the college provides wi-fi hotspots for telework connection.
- Employees are allowed within reason to remove District-owned equipment and supplies from their offices for use in their telework environment.
- Technologies (I.e. Zoom, Microsoft Teams, Canvas) are provided to facilitate virtual meetings and online instruction.
- Technologies (I.e. VMWare Horizon Client, Microsoft Office 365) are provided to make telework as convenient as possible.
- New web-based business processes have been institutionalized to assist with remote work and virtual support services.
  - Processes to assist employees while working remotely have been developed and are contained in the [Resources for Remote Work](#)
- The College provides student support services virtually, and will provide on-site face-to-face services as per the approved Return to Campus and Safety Plans. All students have access to the [Quick Guide to Student Resources](#) and a [Virtual Help Desk](#).
- Flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) are used to help establish policies and practices for social distancing.

### **Travel and Transit**

- The CDC has specific [travel guidance](#). Additional clarification on business travel on behalf of the College is available [here](#).
- Students and employees participating in course-related travel, including field trips, must comply with all requirements of all onsite face-to-face COVID-19 precautions as outlined above in this document.
- Travel to and from the non-District site(s) shall include:
  - Use of facial coverings
  - Remain physically distant during the activity(s)
  - Separate vehicles, when feasible, for fully vaccinated and not fully vaccinated individuals. If separate travel is not feasible, vehicle capacity should be limited to 60%.

### **Designated COVID-19 Point of Contact**

- The Health Services Department is responsible for responding to COVID-19 concerns. The office is trained to coordinate the investigation, documentation and tracking of possible COVID-19 exposures with the COVID-19 Response and Action Team.

### **Participation in Community Response Efforts**

- The District regularly participates in local public health meetings, regional institutions of higher education collaboration, and other community response efforts.

### **Communication Systems**

- A [COVID-19 web page](#) has been established on the college's main website.
- A Communications Library for student and employee communication is maintained on the College [COVID-19 web page](#).
- The College Superintendent/President sends out weekly COVID-19 update email to all employees.
- A virtual all-campus meeting is conducted weekly by the Emergency Operations Center to update employees on the impact of COVID-19 on the campus and region. The meeting is also utilized to share concerns and answer questions related to the phased strategy to re-population of the main campus and education centers.
- Students, faculty, and staff are required to conduct a self-health pre-screening prior to coming to campus through the Cleared4 platform.
  - Those who have symptoms of COVID-19 are asked not to come to campus, and to complete a [COVID-19 questionnaire](#).
  - Students, faculty, and staff receive prompt notifications of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Employees and students can complete the Palomar College [COVID-19 Questionnaire](#) to report an illness, suspected illness, or exposure. Additional guidance can be found [here](#)
  - Faculty, staff, students, and the public are notified of Palomar College closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

### **Back-up Staffing Plan**

- Managers and Directors are responsible for developing a plan on how to each department must consider how to backfill staffing needs if employees are unable to perform their duties due to COVID-19 related issues. Cross-training may need to occur. Contingency plans should be communicated to the respective Vice President.

### **Student Clubs**

- All student clubs and organizations including the Associated Student Government and Inter-Club Council at Palomar College, will follow current guidelines to ensure the health and safety of students, faculty and staff. The Office of Student Life &

Leadership will update the Student Club/Organization Guidelines to provide accessible information on the safe operation of student clubs and organizations as per the approved Student Life and Leadership return to campus work plan.

### Support Coping and Resilience

- Employees and students are encouraged to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
- Eating healthy foods, exercising, getting sleep, and finding time to unwind are among positive approaches to promote a healthy mind and body during this unprecedented time.
- Employees and students are encouraged to talk with people they trust about their concerns and how they are feeling.
- Students can be directed to [CampusWell](#), an online health and wellness magazine sponsored by Palomar College Student Health Centers.
- Palomar College staff, faculty, and students can also access the following free online health and wellness resources.
  - [Wellness Central](#)
  - [Anthem EAP](#), access/Employer code=SISC
  - [VOYA Guidance Resources EAP](#), WebID=My5848i
- The District provides specific wellness opportunities. The following are recent examples:

*We recently hosted and recorded several wellness workshops, including:*

[\*Increasing Mental Toughness\*](#) by Lisa Urness (access passcode: **X#U@7JeA**)  
Supporting materials are [here](#).

[\*Personal Guide to Managing Stress and Change\*](#) by Karen Katz (access passcode: **D0.g=QG2**). Supporting materials are [here](#).

[\*The New Normal Life After COVID-19\*](#) by Terry Walker (access passcode: **+C5W!jh=**) Supporting materials [here](#).
- Signage is posted for on-campus resources to help students manage stress and attend to their mental health. The College works to ensure that students have up-to-date contact information for Behavioral Health Counseling Services.
  - In the event of a crisis, students, staff, and faculty are encouraged to call the San Diego Access & Crisis Line 888-724-7240 or contact the Crisis Text Line by texting “courage” to 741741.
  - A National distress hotline is also available at 1-800-985-5990, or text TalkWithUs to 66746.

## **Immunizations**

The District Governing Board amended and approved Board Policy (BP) 5210 Communicable Disease – Students and BP 7330 Communicable Disease. BP 5210 and BP 7330 provide that once the vaccine receives a full-approval by the FDA, the District may require students and employees, respectively, to be fully vaccinated, including any boosters, in the event of an epidemic or pandemic, when one vaccine receives full FDA approval, the District will then accept any other vaccine that has FDA Emergency Authorization Use (EAU).

In accordance with BP/AP 7330 and BP/AP 5210: Communicable Disease and the District's Vaccination and Immunization Plan, the following District site locations are covered under the plan. Therefore, all students and employees must be fully vaccinated or have a valid medical or religious exemption on file with Student Services or Human Resources, and follow the District's safety procedures in order to be physically present at any of the sites listed:

- San Marcos Main Campus
- Escondido Education Center
- Fallbrook Education Center
- Rancho Bernardo Education Center

The District provides information on COVID-19 vaccinations [here](#) on the COVID-19 website.

### **Employees**

The District Employee Vaccination and Immunization Plan is available in Appendix C and was activated on August 23, when the FDA provided full approval to the Pfizer vaccine. Employees are required to submit a copy of their vaccination record to [benefits@palomar.edu](mailto:benefits@palomar.edu). Employee vaccination records are stored electronically in the Human Resources Information System and all records are held confidentially, as outlined in the plan. Once submitted, the employee will receive a confirmation of receipt from Human Resources. Employees who are not vaccinated, or do not have an approved exemption as per BP 7330, will not be permitted on District property and the provisions set forth in the Collective Bargaining agreements shall apply.

### **Students**

The Student Vaccination and Immunization Plan is available in Appendix D and was activated on August 23, when the FDA provided full approval to the Pfizer vaccine. The District will utilize available technology resources to store student vaccination records. Students who are not vaccinated, or do not have an approved exemption as per BP 5210 and AP 5210, will not be permitted on District property. Students are required to submit a copy of their vaccination record through their [MyPalomar account](#). Vaccination records are held confidentially, as described in the Plan, available in Appendix D.

## APPENDIX A

### Palomar College ECE Lab School Return to Services Plan

#### Updated ECELS COVID Service Plan July 1, 2021

#### San Marcos and Escondido Sites

##### **Required Program Information/ Documents to Review:**

Palomar College ECE Lab School will follow the strategies and recommendations for childcare centers during the COVID-19 outbreak that come from the [State of California Guidance for Child Care Centers](#), the [Department of Social Service Community Care Licensing](#), the [California Department of Education](#), and the [CDC's Guidance for Childcare](#).

Additionally, the ECELS will continue to follow Palomar College's COVID-19 policies and procedures. As strategies and recommendations evolve and change, the ECELS will continue to follow the most current guidance. As throughout the entire pandemic, the health and safety of the children, families, students, and staff continue to be our top priority.

1. [COVID -19 Health Screening Questions- Child](#)
2. [COVID symptoms Decision Tree](#)
3. Staff will follow all current and, as updated, Palomar College Daily Screening, mask, and social distancing requirements. Employee schedules have already been approved and continue to be current.

##### **Check in-Process: Masks required when entering our site (due to Community Care Licensing requirements)**

**Self-screening-** We have received approval from our Community Care Licensing Analyst to allow families to self-screen for COVID symptoms as part of the check-in process in the morning. Analysts provide guidance and inspect childcare sites to ensure health and safety standards are being maintained. The ProCare app that we are using to sign in will ask a screening question (see below) when checking your child in. It is expected that you will have already taken your own temperature and your child's temperature before answering the question. If you do not have access to a thermometer at home, you may use one of our thermometers. If you or your child exhibit any COVID-related symptoms, you will need to contact an administrator for the next steps (Palomar's current COVID-19 Questionnaire will be completed as we have been doing since July of 2020). To ensure the safety of all involved, please stay at home until you and/or your child are approved to return.

##### **Sign-In Question:**

Adults and children are required to self-screen before coming on-site, including taking temperatures. Are there any COVID symptoms, exposure to COVID, or medications that would prevent your child from attending according to the ECELS protocols or prevent you from entering our site?

- No. If you answered no, your child is cleared to attend school.
- Yes. If you answered yes, your child will not attend school without approval from an ECELS administrator.

**Washing hands-** After signing in and completing the self-screening process, **parents will need to help their child(ren) wash their hands before entering their classroom.** To social-distance, the following options are available to families:

1. Use the sink in the lobby
2. Use the restroom sink in the lobby
3. Use one of the adult restrooms along the corridor near the classrooms
4. At Escondido, outside sinks will be used for hand washing upon arrival.

**Saying good-bye-** After helping your child wash their hands, take your child to their classroom or playground where the teachers will receive them.

1. If your child's class is inside, please stop at the doorway (please do not enter the area) and greet the teacher and say goodbye to your child.
2. If your child's group is outside and your child has already washed, enter the classroom and greet the teacher and say goodbye to your child.
3. Say a quick goodbye (a couple of minutes maximum) so that the next family can do the process. Teachers must have visual supervision of children at all times, so **please be sure that the teacher has acknowledged your child's arrival before leaving.**
4. **Exit:** Leave the ECELS through the lobby as you entered. Please do not stop to visit with other parents or staff.

**Check-out process: Masks required when entering our site**

1. **Sign out using your mobile app.** (See instructions if needed)
2. **Pick-up your child:** Enter through the lobby and go to your child's classroom or playground. Stay at the door and let the teacher know you are ready to pick up your child. The teacher will send your child to you.
3. **Wash hands:** Same options as above for washing hands before leaving the site; parents will facilitate helping their child.
4. **Exit:** Leave the ECELS through the lobby as you entered. Please do not stop to visit with other parents or staff.



**COVID-19 (CORONA VIRUS) UNDERSTANDING OF RISK FOR PALOMAR COLLEGE EARLY  
CHILDHOOD LAB SCHOOL- PARENT**

**Children, parents, and staff participating in the Early Childhood Education Lab School (ECELS) are at risk of exposure to the virus that causes COVID-19. To continue to receive services from the ECELS, Palomar College requires you to read and sign the following statement of understanding.**

- I understand that attending Palomar College ECELS places my child and me (while I am on-site) at risk of exposure to the COVID-19 virus.
- I understand that while I am on-site at the ECELS, I will wear a face covering at all times. I will also wash my hand and my child's hands upon entry for at least 20 seconds.
- I understand that by attending the Palomar College ECELS, my child may knowingly or unknowingly transmit the COVID-19 virus to their family at home or to others with whom the child is in close contact.
- I understand that by my child attending the Palomar College ECELS and potentially transmitting the COVID-19 virus to others, my child may place other young children, elderly, or immunocompromised family members and others at high risk for infection and illness.
- I understand that by agreeing to continue services with the Palomar College ECELS, my child should minimize their social contact with others because of the potential risk of COVID-19 virus transmission.
- Palomar College is not liable for outcomes or expenses of ECELS children or family members infected with COVID-19 due to their attendance during this crisis.
- I will report any COVID-19 exposure my child has to Palomar College ECELS program staff immediately. I will keep my child at home until it is deemed safe to return by a medical provider.
- I consent to answer a daily health questionnaire by ECELS staff and to have my child's temperature taken by ECELS staff to assist with health assessments.

Due to the COVID-19 virus risk, I understand that I have the option to keep my child at home until the stay at home orders are lifted for the County of San Diego. I will not lose my child's enrollment spot if I decide to keep my child at home at this time.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name(s) of Child(ren): \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix B**

### **Health Services Return To Services Plan**

#### **Palomar College Health Services Student Health Centers**

Standing Order and  
Standardized Procedure for

Containing 2019 Novel Coronavirus (COVID-19)\*

\*This document is subject to change depending on new guidance and recommendations by the CDC and HHS. This document pertains to the Student Health Centers clinic on the San Marcos campus. Until further notice, satellite offices in ESC, RB, and FB remain closed.  
Last updated 3.12.21.

## **POLICY:**

- A. In management of clients exhibiting symptoms consistent with the 2019 Novel Coronavirus (COVID-19), the Palomar College Student Health Centers will abide by this Standing Order and Standardized Procedure, adhering to guidance set forth by the Centers for Disease Control and Prevention (CDC) and the Health and Human Services Agency of San Diego County (HHS) to promptly identify, isolate and investigate suspected COVID-19 cases and mitigate the risk of exposure to others on the Palomar College campus and in the greater community.
- B. In the absence of the Nurse Practitioner (NP) or Medical Director/Consulting Physician (MD), the following Standardized Procedure may be performed by a Registered Nurse (RN).
- C. Review and/or revision of the Standardized Procedure shall be performed on an ongoing basis and/or as best practice recommendations and standards change per the CDC and HHS.
- D. A written medical record shall be maintained by all personnel authorized to perform Standardized Procedures as identified by the MD/NP.
- E. The RN shall be authorized to implement the Standardized Procedure in this document without the direct or immediate observation or supervision of the MD/NP. Telephone consultation with the MD/NP shall be available to the RN during open clinic hours. When physician consultation occurs, notation shall be made in the medical record.
- F. The client must be 18 years of age or, if a minor, the Minor Consent Form shall be presented and completed in order to not delay optimal care.

- G. The Director of Health Services, in consultation with the MD and NP, shall be responsible for developing and implementing this policy, and shall be responsible for the initial evaluation, and for continuing evaluation of the competence of the RN who performs this Standardized Procedure.

## STANDING ORDERS FOR CONTAINING COVID-19:

1. Until further notice, the door to the waiting area and clinic shall remain locked at all times and everyone, including staff, is required to complete a self-symptom and temperature check prior to entering the clinic area. This self-screening measure is to be conducted in addition to any other requirements/policies and procedures in place at Palomar College regarding temperature and symptom screening.
2. To the greatest extent possible, clients will be screened over the phone to determine next steps. They will be asked a series of questions by the Front Desk Staff (see COVID- 19 Screening Form). If the client answers YES to any of these questions, they will be scheduled a COVID-19 Phone Triage appointment with the RN/NP/MD.
3. Apart from an emergency, COVID-19 Phone Triage appointment by the RN/NP/MD **is REQUIRED prior to (or in lieu of) in person appointments** in order to minimize face-to- face contact. All clients are to be evaluated first via phone triage and will be offered a subsequent telehealth/telemedicine appointment as appropriate in lieu of or prior to an in-person visit.
4. If client DOES NOT exhibit signs of COVID-19, they will be instructed to call the front desk to either schedule an in-person visit or telehealth appointment with RN/NP/MD.
5. If client DOES exhibit signs of COVID-19, including shortness of breath, cough, sore throat, fever or chills, congestion, headache, loss of smell or taste, nausea, vomiting or diarrhea, fatigue, chest pain, muscle aches or confusion, the following protocol goes into effect:
  - a. If the client physically arrives at the clinic:
    - i. Since door will be locked, client will be instructed (via signage) to call the clinic phone number. Front Desk staff will direct client to the designated "Waiting and Triage Area" outside of the clinic and schedule client with the first available COVID-19 Phone Triage appointment with an RN/NP/MD. The Front Desk Staff will immediately notify the RN/NP/MD of the client's arrival and location.
    - ii. During the COVID-19 Phone Triage appointment, RN/NP/MD will screen client for COVID-19 symptoms (see COVID-19

Screening Form).

- iii. If the client arrives to the clinic in distress, Front Desk Staff will immediately alert the RN/NP/MD and guide them to the designated Triage Area outside of the clinic. RN/NP/MD will evaluate the client and alert Front Desk Staff to call Campus Police if needed.
  - iv. In the event of a face-to-face assessment or intervention, appropriate PPE is to be worn at all times by clinic staff and client. RN/NP/MD must wear a hat or hair coverage, N95 mask, face shield, gloves, and gown and client must be wearing a facial covering. Client will provide a surgical mask to wear. Social distancing (more than 6 feet apart) is to be maintained at all times other than what is necessary to assess the client's disposition.
  - v. Once client disposition is determined (via phone or face-to-face triage), they will be directed immediately off campus to the appropriate location (emergency room, urgent care, COVID-19 testing site, home for self-isolation, etc.). They will be instructed to complete the Palomar College online COVID-19 Reporting Form OR the RN/NP/MD will ask client's permission to complete this form on their behalf.
- b. In the event of a phone call from a client (on or off campus):
- i. Front Desk Staff will schedule client with the first available COVID-19 Phone Triage appointment with an RN/NP/MD. The Front Desk Staff will immediately notify the RN/NP/MD of the client's phone call and their scheduled triage appointment.
  - ii. During the COVID-19 Phone Triage appointment, RN/NP/MD will screen client for COVID-19 symptoms (see COVID-19 Screening Form).
  - iii. If criteria are met for COVID-19 and the patient is stable, they will be asked to leave campus (or wherever they may be), return home to self-quarantine and complete the Palomar College online COVID-19 Reporting Form. They will be asked to get tested for COVID-19 and provided a list of local testing sites if indicated. Client will be informed that a RN/NP/MD will call them within 24 hours for follow-up.
  - iv. If criteria are met for COVID-19 and the client is medically unstable, RN/NP/MD will determine the client's physical location and recommend they seek immediate medical attention (i.e. go to the emergency room). If they are on campus, they will be asked to come to the designated Triage Area outside of the Student Health Centers RN/NP/MD to be evaluated. Campus police and/or 911 will be called for additional support if deemed necessary.

- v. If criteria are not met for COVID-19, client will be scheduled the appropriate telemedicine visit with NP/MD. If an in-person visit is deemed clinically necessary, another pre-visit screening will take place prior to any client entering the clinic.

## **STANDARDIZED PROCEDURE:**

**(The following procedure is implemented while Patient is being assessed in designated isolation triage area OUTSIDE)**

**A. Definition: 2019 Novel Coronavirus (COVID-19)**

**B. Subjective:**

"I'm feeling sick and have trouble breathing, coughs, fevers and sore throat or other symptoms related to COVID"

1. Body ache
2. Fever/chills
3. Cough
4. Possible Exposure
5. Shortness of Breath
6. Headaches in association with above symptoms
7. Nausea, vomiting in association with above symptoms
8. Anosmia (loss of smell)
9. Ageusia (loss of taste)

**D. Objective (determined by medical provider after assessing the client):**

1. Hypoxia: O2 Sat < 90% (transfer to hospital ASAP)
2. Respiratory distress: RR>20, Sat<90%, using accessory muscles
3. Temperature > 100.4F
4. Chest pain (transfer to hospital ASAP)
5. Confusion (transfer to hospital ASAP)
6. Cough

If a client develops any **emergency warning signs** for COVID-19, **get medical attention immediately**. Emergency warning signs include:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

E. **Assessment:**

1. RN/NP to complete COVID-19 Screening Form.
2. Assess client's tympanic temperature if physically on-site and deemed necessary.
3. Chart: Record any information gathered in client's medical record, including medical history, temperature, blood pressure, pulse, SpO2 saturation, respiration rate.
4. Implement hand washing and antibacterial use if soap and water is not available for Client.


F. **Plan:**

1. If criteria are met for suspected COVID-19 and the client is unstable, RN/NP/MD to delegate Front Desk Staff to call Campus Police to notify Ambulance of possible need for transport of suspected COVID-19 patient.
2. Based on COVID risk level as determined by RN/NP/MD during COVID-19 Phone Triage appointment or submitted via the Online COVID-19 Reporting form, clients will be instructed to leave campus, get tested for COVID-19, and/or self- quarantine/isolate as appropriate and according to CDC/HHSA guidelines.
3. Clients will be scheduled with a follow-up telemedicine visit with the RN/NP/MD.
4. Client Education: Client will be provided with current CDC/HHSA guidance and RN/NP/MD will answer any questions and concerns client may have regarding next steps.

## Development and Approval of Nursing Protocols:

- A. The Standardized Policy and Procedure for Containing 2019 Novel Coronavirus (COVID-19) has been developed and approved by the persons listed below and will be reviewed periodically and/or as practice changes occur.

4/5/2021 \_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Health

4/5/2021 \_\_\_\_\_  
Date

*Sarah Adams, RN, MSN, FNP-C*  
\_\_\_\_\_  
Nurse

4/5/21

Date

*Kourosh Khamooshian*

Consulting Physician/Medical Director

- B. Personnel authorized to perform Standardized Procedure for Containing 2019 Novel Coronavirus (COVID-19):

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



## **Appendix C**

### **Palomar Community College District**

### **Employee COVID-19 Vaccination and Immunization Plan**

#### **Purpose**

The Palomar Community College District is committed to providing a safe and healthy campus. In furtherance of this commitment, this plan intends to mitigate the risks surrounding exposure to COVID-19 by requiring that all employees who are on District premises have received the full COVID-19 vaccine.

The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California. COVID-19 spreads mainly through close contact from person to person, including between people who are physically near each other. People who are infected but do not show symptoms can also spread the virus to others.<sup>1</sup> The Centers for Disease Control (CDC) notes that “COVID-19 spreads very easily from person to person” and that “[t]he virus that causes COVID-19 appears to spread more efficiently than influenza....”<sup>2</sup>

According to the CDC, vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states:

COVID-19 vaccination will help keep you from getting COVID-19:

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you will

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<sup>1</sup> Centers for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html> [April 2, 2021].

<sup>2</sup> CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>, [April 2, 2021].

get COVID-19.

- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Experts continue to conduct more studies about the effect of COVID-19 vaccination on severity of illness from COVID-19, as well as its ability to keep people from spreading the virus that causes COVID-19.

COVID-19 vaccination is a safer way to help build protection:

- COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect you. And if you get sick, you could spread the disease to friends, family, and others around you.
- Clinical trials of all vaccines must first show they are safe and effective before any vaccine can be authorized or approved for use, including COVID-19 vaccines. The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine for use under what is known as an Emergency Use Authorization (EUA).
- Getting COVID-19 may offer some natural protection, known as immunity. Current evidence suggests that reinfection with the virus that causes COVID-19 is uncommon in the 90 days after initial infection. However, experts do not know for sure how long this protection lasts, and the risk of severe illness and death from COVID-19 far outweighs any benefits of natural immunity. COVID-19 vaccination will help protect you by creating an antibody (immune system) response without having to experience sickness.
- Both natural immunity and immunity produced by a vaccine are important parts of COVID-19 disease that experts are trying to learn more about, and CDC will keep the public informed as

new evidence becomes available.

COVID-19 vaccination will be an important tool to help stop the pandemic:

- Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with your immune system so it will be ready to fight the virus if you are exposed.
- The combination of getting vaccinated and following CDC's recommendations to protect yourself and others will offer the best protection from COVID-19.
- Stopping a pandemic requires using all the tools we have available. As experts learn more about how COVID-19 vaccination may help reduce spread of the disease in communities, CDC will continue to update the recommendations to protect communities using the latest science.

(See more from the CDC on the benefits of vaccination at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html> [April 27, 2021].)

The California Department of Public Health (CDPH) also recommends that people get vaccinated to slow the spread of COVID-19. The CDPH has its own "Scientific Safety Review Workgroup," which has confirmed that "vaccines have met high standards for safety and efficacy."<sup>3</sup>

Based on the ease of transmission of the virus that causes COVID-19 and the safety and effectiveness of vaccination, this Plan operates to protect employees, students, and the community.

## Plan

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<sup>3</sup> CDPH, [https://www.cdph.ca.gov/Programs/CID/DCDC/CDPHa%20Document%20Library/COVID19/COVID\\_VACCINE\\_FACT\\_SHEET-ENG-08.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPHa%20Document%20Library/COVID19/COVID_VACCINE_FACT_SHEET-ENG-08.pdf), [April 2, 2021.]

## I. Scope of Coverage

All employees will need to be fully vaccinated for COVID-19 to be physically present on District premises unless the employee meets one of the exemptions outlined below. "Fully vaccinated" means the employer has documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. The District will also require booster shots if booster shots are recommended by the appropriate government agency such as the CDC or FDA.

Employees will have six (6) weeks from the Effective date of this Plan to become fully vaccinated as defined above. Vaccines must have the following approval to be accepted under this Plan:

- Full FDA approval; or
- FDA Emergency Authorization Use (EAU) approval; or
- Full World Health Organization (WHO) approval; or
- WHO Emergency Use (EU) approval

In accordance with BP/AP 7330 and BP/AP 5210: Communicable Disease and the District's Vaccination and Immunization Plan, the following District site locations are covered under the plan.

Therefore, all students and employees must be fully vaccinated or have a valid medical or religious exemption on file with Student Services or Human Resources, and follow the District's safety procedures in order to be physically present at any of the sites listed:

San Marcos Main Campus  
Escondido Education Center  
Fallbrook Education Center  
Rancho Bernardo Education Center

## II. Effective Dates

This Plan shall be effective immediately upon full FDA approval of a COVID-19 vaccination and shall remain in effect until the District determines that the Plan is no longer necessary. This Plan may be amended or revoked at any time. Negotiable items, such as working

conditions, will be negotiated per the collective bargaining agreements.

### III. Proof of Vaccination

Once fully vaccinated with the COVID-19 vaccine, employees must provide to the District proof of vaccination and a signed Confidentiality of Medical Information Act release (Attachment 2) to be physically present on campus.

Employees who have been vaccinated are required to continue to abide by all District policies, procedures, and protocols regarding COVID-19 until the District directs otherwise. The District's COVID-19 Prevention Plan is available on the District's COVID -19 website.

### IV. Health or Medical Records

The District will not request any health or medical information for the purpose of enforcement of this Plan other than proof of vaccination, medical exemption, or what is required under the ADA process. Unless consent is given, the District will not receive any medical information from employees or give any medical information to any vaccination provider. Any proof of vaccination an employee provides to the District will be stored in a manner consistent with applicable law and in accordance with the District's practice for storing medical information employees.

### V. Exemptions from Vaccination Requirement

District employees may be exempt from the mandatory COVID-19 vaccine requirements in this Plan only under the following circumstances:

A. If an applicant for District employment meets all other requirements for employment as applicable but needs additional time to obtain and provide their vaccination records, the person's assignment will be conditional for a maximum of 30 days upon signing and submitting a written statement attesting that they have been vaccinated as required.

B. The employee submits a written statement from a healthcare provider exempting them due to the person's qualifying disability. This statement must be submitted on the healthcare provider's office

letterhead with the healthcare provider's printed name, license number, signature, and date the statement is issued. Alternatively, employees may submit the Medical Exemption Form attached herein as Attachment 3. Employees should submit the statement to [benefits@palomar.edu](mailto:benefits@palomar.edu).

C. The employee objects based on a sincerely held religious belief. If the employee objects on this basis, the employee must complete and submit the corresponding Religious Exemption Request Form for COVID-19 Vaccination in Attachment 1. Employees should submit the completed form to [benefits@palomar.edu](mailto:benefits@palomar.edu).

Approval of an exemption means the employee may work on campus without being fully vaccinated. All other COVID-19 safety protocols must be followed.

#### VI. Americans With Disabilities Accommodations Process

If the District determines that an employee has not received the COVID-19 vaccination due to a disability the District will send the employee the accommodations process form to determine whether a reasonable accommodation can be provided.

The disability accommodations process for employees will determine whether a reasonable accommodation exists to enable an employee to perform the "essential functions" of their job. Essential functions vary by job class and therefore the process shall be case by case and may result in different outcomes in different cases.

To initiate the disability accommodations process, employees submit the Request for Reasonable Accommodation form along with a written statement from a licensed healthcare provider outlining the person's restrictions/functional limitations due to a disability. This statement must be submitted on the healthcare provider's office letterhead with the healthcare provider's printed name, license number, signature, and date the statement is issued. Employees should submit the healthcare provider's statement to [benefits@palomar.edu](mailto:benefits@palomar.edu) in Human Resources. Human Resources will engage in the interactive process to explore reasonable accommodations that will support the restrictions/functional

limitations.

Accommodations may not be possible where it would result in an undue burden to the District or result in a fundamental alteration of the course, or where the employee presence would pose a direct threat.

**AUTHORITY:**

- Americans with Disabilities Act
- Title VII of the Civil Rights Act
- EEOC Technical Assistance, updated December 16, 2020
- DFEH Employment Information on COVID-19
- Palomar Community College District COVID-19 Prevention Plan

**ATTACHMENT 1**

**RELIGIOUS EXEMPTION REQUEST FORM  
FOR COVID-19 VACCINATION**

The Palomar Community College District affords equal employment opportunity for all qualified employees and applicants as to all terms of employment and prohibits discrimination against employees or applicants based on classifications protected by law, including, but not limited to, religion, creed, and religious belief, practice, or observance. Accordingly, the District provides reasonable accommodations for applicants and employees whose sincerely held religious belief, practice, or observance conflicts with an employment requirement, unless providing a reasonable accommodation would result in undue hardship on the conduct of the District's operations.

To promote a safe and healthful workplace for employees, and to promote the health and safety of employees working on the District's campus and facilities, and members of the community, the District requires that all employees receive a COVID-19 vaccination to be physically present on District premises. Employees may use this form to request a religious accommodation if they have a sincerely held

religious belief, practice, or observance that conflicts with the District's requirement that all employees receive a COVID-19 vaccination.

**Employee to complete the following information:**

**Section A: General Information**

Employee's Name: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Employee's Supervisor: \_\_\_\_\_

Employee's Department: \_\_\_\_\_

Employee's Worksite: \_\_\_\_\_

**Section B: General Position and Worksite Information**

Please check all that currently apply to you:

- ☐ I perform work onsite at a District campus or facility.
- ☐ I interact with students, other employees, visitors, or members of the public while performing my job duties
- ☐ I perform work in shared or communal spaces or areas where students, other employees, visitors, or members of the public may also be present

**Section C: Description of Religious Belief, Practice, or Observance**

Please describe your sincerely held religious belief(s), practice(s), or observance(s) that conflicts with the requirement that you receive a COVID-19 vaccination:

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My signature below indicates that the information I have provided in this form accurately reflects my sincerely held religious belief(s), practice(s), or observance(s) and its conflict with the District's



requirement that all employees receive a COVID-19 vaccination. I also understand that the District may require me to provide additional supporting documentation.

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Employee's Signature Date

## **ATTACHMENT 2**

### **AUTHORIZATION FOR DISCLOSURE AND USE OF MEDICAL INFORMATION**

#### **Confidentiality of Medical Information Act (CMIA), Civil Code § 56, et seq.**

Pursuant to California's Confidentiality of Medical Information Act, I, \_\_\_\_\_, authorize the Palomar College Community College District to receive my medical information as described in this authorization. I also authorize representatives from the District to use the medical information for the purposes described in this authorization.

#### **This authorization is limited to the following types of information:**

Confirmation of COVID-19 (SARS-CoV-2) vaccination.

#### **The recipients of this information may use the information for the following purpose:**

Compliance with the District's COVID-19 Vaccination and Immunization Plan.

#### **Expiration Date:**

The District is no longer authorized to disclose or use medical information described in this authorization after June 30, 2022.

#### **Right to Receive Copy of This Authorization:**

I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, the District will provide me with a copy of this authorization.

**I authorize the disclosure and use of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am signing this authorization voluntarily.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **ATTACHMENT 3**



To request an exemption from required vaccinations, please complete Section 1 below and have your medical provider complete Section 2 before returning this form to the Palomar College Benefits Department.

#### **SECTION 1**

##### **Request for medical exemption from Palomar College's mandatory vaccination policy:**

Name (print):

Date:

EID: Position:

Supervisor: Work/Cell Phone:

- ☐ The information to substantiate my request for exemption from Palomar College's vaccination policy is true and accurate to the best of my knowledge.
- ☐ I understand that any falsified information can lead to disciplinary action, up to and including termination.
- ☐ I understand that Palomar College is not required to provide an

exemption accommodation if doing so would pose a direct threat to myself, or others, in the workplace or would create an undue hardship for Palomar College.

Employee Signature:

Date:

Please note that Palomar College is not seeking information regarding a condition or diagnosis, if any. Please do not provide us with any diagnostic or other information about your patient's condition.

*The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Palomar College does not seek, and this request does not include any genetic information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

## **SECTION 2**

### **Medical Provider Certification for vaccination exemption:**

Palomar College requires vaccination against COVID-19 as a condition of employment. The individual named above is seeking an exemption to this policy due to medical contraindications. Please complete this form to assist Palomar College in the reasonable accommodation process.

☐ The person named above should not receive the COVID-19 vaccine due to a qualifying medical condition. This exemption should be:

☐ Temporary, expiring on: \_\_\_\_/\_\_\_\_/\_\_\_\_, or when

\_\_\_\_\_.

☐ Permanent.

I certify the above information to be true and accurate, and request exemption from the COVID-19 vaccination for the above-named individual.

Medical Provider Name (print):

Medical Provider Signature:

Date:

Practice Name, Address, and Phone Number:

## APPENDIX D

### Palomar Community College District Student COVID-19 Vaccination Plan

#### Purpose

The Palomar Community College District is committed to providing a safe and healthy campus. In furtherance of this commitment, this plan intends to mitigate the risks surrounding exposure to COVID-19 by requiring that all students who are on District premises have received the full COVID-19 vaccine.

The novel coronavirus (COVID-19) and the diseases caused, are a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California. COVID-19 spreads mainly through close contact from person to person, including between people who are physically near each other. People who are infected but do not show symptoms can also spread the virus to others.<sup>1</sup> The Centers for Disease Control (CDC) notes that **“COVID-19 spreads very easily from person to person”** and that “[t]he virus that causes COVID-19 appears to spread more efficiently than influenza....”<sup>2</sup>

According to the CDC, vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states:

COVID-19 vaccination will help keep you from getting COVID-19:

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you will get COVID-19.
- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep individuals from getting seriously ill even if they do get COVID-19.
- Through vaccination, individuals may also protect people around them, particularly people at increased risk for severe illness from COVID-19.
- Experts continue to conduct more studies about the effect of COVID-19 vaccination on severity of illness from COVID-19, as well as its ability to keep people from spreading the virus that causes COVID-19.

COVID-19 vaccination is a safer way to help build protection:

- COVID-19 can have serious, life-threatening complications, and there is no way to know the impact of COVID-19 on individuals. Those with COVID-19 are more likely to spread the disease to friends, family, and others.
- Clinical trials of all vaccines must first show they are safe and effective before any vaccine can be authorized or approved for use, including COVID-19 vaccines. The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine for use under what is known as an Emergency Use Authorization (EUA).
- Getting COVID-19 may offer some natural protection, known as immunity. Current evidence suggests that reinfection with the virus that causes COVID-19 is uncommon in the 90 days after initial infection. However, experts do not know for sure how long this protection lasts, and the risk of severe illness and death from COVID-19 far outweighs any benefits of natural immunity. COVID-19 vaccination helps protect individuals by creating an antibody (immune system) response without having to experience sickness.
- Both natural immunity and immunity produced by a vaccine are important parts of COVID-19 disease that experts are trying to learn more about, and CDC will keep the public informed as new evidence becomes available.
- COVID-19 vaccination will be an important tool to help stop the pandemic.
- Wearing masks and social distancing helps reduce the chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with the immune system so it will be ready to fight the virus if exposed.
- The combination of getting vaccinated and following the CDC's recommendations will offer the best protection from COVID-19.
- Stopping a pandemic requires using all the tools available. As experts learn more about how COVID-19 vaccination may help reduce the spread of the disease in communities, the CDC will continue to update the recommendations to protect communities using the latest science.

(See more from the CDC on the benefits of vaccination at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html> [April 27, 2021].)

The California Department of Public Health (CDPH) also recommends that people get vaccinated to slow the spread of COVID-19. The CDPH has its

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<sup>1</sup> Centers for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html> [April 2, 2021].

<sup>2</sup> CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>, [April 2, 2021]

own “Scientific Safety Review Workgroup,” which has confirmed that “vaccines have met high standards for safety and efficacy.”<sup>3</sup>

Based on the ease of transmission of the virus that causes COVID-19 and the safety and effectiveness of vaccination, this Plan operates to protect employees, students, and the community.

## **Plan**

### **I. Scope of Coverage**

Once this Plan is implemented, the College will require all students who will be physically present on campus for an extended time (longer than 15 minutes indoors) to be fully vaccinated for COVID-19 unless the student meets one of the exemptions outlined below. Instead of being vaccinated, students may choose to take all of their courses and receive services from the College remotely, as virtual options will remain available to the extent practicable. “Fully vaccinated” means the College has documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. The College will also require booster shots, if booster shots are recommended by the appropriate government agency such as the CDC or FDA.

Students will have six (6) weeks from the effective date of this Plan to become fully vaccinated as defined above. Vaccines must have the following approval to be accepted under this Plan:

- Full FDA approval; or
- FDA Emergency Authorization Use (EAU) approval; or
- Full World Health Organization (WHO) approval; or
- WHO Emergency Use (EU) approval

Under certain extenuating circumstances, unvaccinated students may be required to participate in routine Antigen testing in order to participate in face-to-face courses or access in-person services on District premises.

<sup>3</sup> CDPH,  
[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPHa%20Document%20Library/COVID-19/COVID\\_VACCINE\\_FACT\\_SHEET-ENG-08.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPHa%20Document%20Library/COVID-19/COVID_VACCINE_FACT_SHEET-ENG-08.pdf), [April 2, 2021].

In accordance with BP/AP 7330 and BP/AP 5210: Communicable Disease and the District's Vaccination and Immunization Plan, the following District site locations are covered under the plan. Therefore, all students and employees must be fully vaccinated or have a valid medical or religious exemption on file with Student Services or Human Resources, and follow the District's safety procedures in order to be physically present at any of the sites listed:

San Marcos Main Campus  
Escondido Education Center  
Fallbrook Education Center  
Rancho Bernardo Education Center

## **II. Effective Dates**

This Plan shall be effective immediately upon full FDA approval of a COVID-19 vaccination and shall remain in effect until the College determines that the Plan is no longer necessary. This Plan may be amended or revoked at any time.

## **III. Proof of Vaccination**

Once fully vaccinated with the COVID-19 vaccine, students must submit to the College proof of vaccination and an Authorization for Disclosure and use of Medical Information to be physically present on campus. Students should submit their proof of vaccination and Authorization for Disclosure and use of Medical Information via their My Palomar portal for review by the College. All students are required to continue to abide by all College policies, procedures, and protocols regarding COVID-19 until the College directs otherwise. The District's COVID-19 Recovery Plan is available [here](#).

## **IV. Health or Medical Records**

The College will not request any health or medical information for the purpose of enforcement of this Plan other than proof of vaccination, medical exemption, or what is required under the accommodation process. Unless consent is given, the College will not receive any medical information from students or give any medical information to any vaccination provider. Any proof of vaccination a student provides to the College will be stored in a manner consistent with applicable law and in accordance with the College's practice for storing confidential information for students.



## **V. Exemptions from Vaccination Requirement**

Students may be exempt from the mandatory COVID-19 vaccine requirements in this Plan only under the following circumstances

- A. Medical Exemption: The student submits a written statement from a licensed medical provider exempting the student due to their qualifying disability or serious medical condition. This statement must be submitted on the healthcare provider's office letterhead with the healthcare provider's printed name, license number, signature, and date the statement is issued, or the medical exemption form attached herein. Students should submit the statement via their My Palomar portal for review and approval by the College.
- B. Religious Exemption: The student objects based on a sincerely held religious belief. If the student objects on this basis, the student must complete and submit the corresponding Religious Exemption Request Form for COVID-19 Vaccination via their My Palomar portal for review and approval by the College.

Approval of an exemption means the student may access campus without being fully vaccinated. All other COVID-19 safety protocols must be followed. These include:

- stay home if you are ill; leave campus if you start to feel ill.
- self-screen for health symptoms using the Cleared4 platform.
- wear [a mask that covers your nose and mouth](#) to help protect yourself and others.
- Respect the requests of others to stay up to 6 feet away.
- Avoid crowds and poorly ventilated indoor spaces.
- [Wash your hands often](#) with soap and water. Use hand sanitizer if soap and water aren't available.
- report any illness to your instructor, and complete and submit the COVID-19 questionnaire available at <https://www2.palomar.edu/pages/covid19/covid-19-questionnaire/>.

## APPENDIX E

### Specific Interim Guidance for Collegiate Athletics

The Palomar College athletics department adheres to the guidelines issued by the National Collegiate Athletics Association (NCAA), the California Community College Athletic Association (CCCCAA), and the Pacific Coast Athletic Conference (PCAC), as applicable. The [NCAA Resocialization of Collegiate Sport for Fall 2021 guidance](#) released on August 18, 2021, includes a recommendation for the consideration of community COVID-19 transmission rates as decisions are made at each institution. The COVID-19 transmission rate in San Diego County remains high, and the College may enact procedures that are stricter than guidance gained from the above-mentioned organizations. The [CCCCAA guidance](#) is aligned with the NCAA and Centers for Disease Control and Prevention, and is meant to be a set of minimum requirements. If an institution's or county guidelines are stricter then they may supersede the CCCCCAA requirements. Both documents are subject to revisions as updated data and related guidelines are provided and are intended to provide general guidance to institutions as they prepare to engage in training and competitive activities with student-athletes. The requirements are designed to impact "Tier 1 individuals", those with the highest exposure (e.g., student-athletes, coaches, athletic trainers, physical therapists, medical staff, equipment staff and officials).

#### **All student-athletes and athletic personnel,**

- must adhere to all Palomar College issued health and safety guidance.
- Baseline test prior to participation: PCR test and negative result, or two antigen tests and negative results on nonconsecutive days for **all** student-athletes (regardless of whether they are in season or not) and **all** athletics personnel, administered within a MAXIMUM of five (5) days of report date or before return to campus, whichever is earlier.
- must complete a [COVID-19 questionnaire](#) when feeling ill and upon receiving a positive COVID-19 test result.
- must remain vigilant at all times and self-monitor for symptoms of COVID-19, especially if they have been around someone who is sick, and report all symptoms immediately either through the athletics department self-screening platform or to their coach or athletic trainer and complete a [COVID-19 questionnaire](#).
- must wear a mask while traveling to/from athletic competitions
- must adhere to the Palomar College travel policy for United States and international travel.
- with a condition or are taking medications that weaken the immune system should talk to their health care provider to discuss their activities. They may need to take additional precautions to prevent COVID-19.

#### **Fully vaccinated student-athletes and other fully vaccinated personnel,**

- are able to engage in training and competitive activities without wearing a mask or physical distancing, except where required by federal, state, local, tribal or territorial laws, and Palomar College rules and regulations.

- Surveillance Testing: No testing unless symptomatic and/or close contact exposure
- If an exposure occurs, vaccinated students do not need to quarantine, unless deemed high risk exposure by health official. Need to test 3-5 days following an exposure and wear a mask in public indoor settings until a negative test result or 10 days after exposure

#### **Unvaccinated student-athletes and athletics personnel**

- must wear masks and/or remain physically distant if not actively participating in practice or competition. Masks must remain on during all travel to/from competitions.
- Remain masked and socially distanced (6ft) when traveling if possible. Charter travel is to be utilized when van capacity exceeds 60%.

When travelling, use separate vehicles, when feasible, for fully vaccinated and not fully vaccinated individuals. If separate travel is not feasible, vehicle capacity should be limited to 60%.

#### **General Safety Pre-cautions**

The risk of COVID-19 transmission is greater in indoor spaces with poor ventilation. Indoor spaces with good ventilation are better, and outdoor spaces are best. This means, to the extent possible, Palomar College athletics department will maximize outdoor activity during training of unvaccinated individuals as another strategy to mitigate COVID-19 risk.

The length of time, proximity of contact and use of shared equipment increases the potential risk for athletes. To help mitigate those risks, Palomar College will provide strong protections for their student athletes, including allowing them the choice to opt-out of the season without the risk of retaliatory activity.

As general guidance, smaller groups are safer than larger; outdoor locations are safer than indoor; sports that can ensure distance of six feet or more are safer than close contact; and shorter duration is safer than longer. For most sports activities, this guidance assumes that use of face coverings while playing is not feasible, although they should be worn by players and others while on the side lines; particularly those who are not vaccinated. The Palomar College athletic director and coaches have considered all of these factors as they resume training and conditioning.

Student-athletes train, study, live off-campus, and travel to compete in other geographies, increasing the risk of transmission. The Palomar College athletic department has developed protocols for the use of fitness facilities on campus, that take the latter into consideration. Allowing teams to come to the campus from other geographic areas also increases risk of disease transmission.

The athletics department has implemented all possible steps taken to ensure the safety of student-athletes, workers, and the public. In addition, the Palomar College athletic department is expected to vigorously enforce the required testing and reporting protocols as described below.

Physical distancing will continue as much as possible, particularly during instruction, drills, rules of the game, huddling, sitting in close quarters such as dugouts.

Unnecessary physical contact such as high fives, handshake lines, and other physical contact with teammates, opposing teams, coaches, umpires, and fans, will be prohibited. Coaches will regularly review physical distancing rules with athletes.

If practice or competition facilities must be shared, the amount of time between practices and competitions will be increased to allow for one group to leave before another group enters the facility. For facilities that may be shared with the broader campus community, a dedicated separate time for team use will be identified. Time will be allowed for cleaning and/or disinfecting.

Physical distancing protocols will be used in any high-density, high-traffic areas.

### **Continued Relevance of Return to Campus Considerations**

It remains that the first two weeks after any return to campus (for example, after a summer break) deserve special consideration because student-athletes are converging from multiple parts of the state and country and other countries, and unvaccinated individuals may be asymptomatic, pre-symptomatic or symptomatic carriers of COVID-19. Palomar College athletics department will consider additional testing based on the student-athlete's timeline of returning to campus and the following considerations:

- Confirmation of no high-risk exposure of unvaccinated individuals to COVID-19 for at least two weeks before returning to campus.
- Absence of typical COVID-19 symptoms in all individuals.
- Assessment of risk factors involved in traveling back to school for unvaccinated individuals.
- Management of infected individuals in accordance with local public health authorities, CDC and institutional guidance.

### **Prospective Student-Athletes on Campus**

Similar considerations will be given to unvaccinated prospective student-athletes who visit campus and those traveling with them. In particular, if the vaccination status of a visiting prospective student-athlete cannot be confirmed, then Palomar College will manage that individual as an unvaccinated person.

Visiting athletes those traveling with them, will be required to provide a negative polymerase chain reaction test two days before travel or negative antigen test one day before travel or immediately upon arrival. Until test results are satisfactorily indicating the absence of COVID-19, masking and physical distancing are required throughout the campus visit.

### **Continued Relevance of Transition Period and Return to Activity Considerations**

It also remains that the structure of activity during identified transition and acclimatization periods (for example, after material breaks from physical activity) warrants careful consideration. COVID-19 has increased the complexities and will continue to impact health and safety considerations related to returning to athletics and preseason activities.

Traditional transition and acclimatization considerations (for example, cardiovascular conditioning, heat, altitude) are still very relevant, and when coupled with the physical and nonphysical impacts related to COVID-19, they can create complex reentry challenges for student-athletes. [Recommendation No. 3 of the NCAA's Interassociation Recommendations Preventing Catastrophic Injury and Death in Collegiate Athletes](#) speaks to the vulnerability of student-athletes during the first week of activity of a transition period in training and the importance of establishing a seven- to 10-day initial transition period during which student-athletes are afforded the time to properly progress through the physiologic and

environmental stresses placed upon them as they return to required activities.

### **Discontinuing Isolation for People With COVID-19**

If a student-athlete or athletics staff member becomes newly infected with COVID-19, they should complete a [COVID-19 questionnaire](#), and proper isolation protocols should be followed.

- Infected asymptomatic individuals — Individuals infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive test for SARS-CoV-2.
- Infected symptomatic individuals — Most Individuals with COVID-19 who have symptoms and were directed to care for themselves at home or at school may discontinue isolation when all of the following conditions have been met:
  - At least 10 days have passed since symptom onset.
  - At least 24 hours have passed since resolution of fever without the use of fever reducing medications.
  - Other symptoms have improved.

Some adults with severe illness and severely immunocompromised individuals may require extended periods of isolation, precautions and consultation with infectious disease specialists and infection control experts.

### **Cardiac and Exercise Considerations for Resumption of Exercise After COVID-19 Infection**

The COVID-19 virus can potentially negatively impact any endothelial structure, including the heart and lungs, thereby posing a potential risk to individuals who return to exercise post-infection. Although preliminary data suggested that athletes with prior COVID-19 infection should undergo cardiac screening, [follow-up publications](#) have recommended a tiered approach based on severity of symptoms.

Based on emerging [evidence](#) from the Outcomes Registry for Cardiac Conditions in Athletes, a group of experts from the American Medical Society for Sports Medicine (AMSSM) and the American College of Cardiology have developed an algorithm of considerations and recommendations related to pre-participation cardiac screening, testing and exercise, which is available on the [AMSSM website](#).

### **Exercise Considerations During Quarantine**

If contact tracing reveals that an unvaccinated student-athlete has met the criteria for a close contact with someone who has COVID-19 and the student-athlete is subsequently placed in quarantine, the following protocol will be followed:

- Individual exercise in quarantine may be appropriate where such exercise does not cause cardiopulmonary symptoms.
- Group exercise in quarantine is not recommended.
- Individuals monitor for symptom development during quarantine.
- If symptoms develop, with or without exercise, test for SARS-CoV-2.
- Under some circumstances, continued exercise during quarantine may allow the student-athlete to shorten or avoid a more significant transition period before returning to play after quarantine.

### **Individual Control Measures, Screening and Testing Strategies**

Upon return to Fall athletics, all student-athletes will be required to re-establish a base-line PCR test prior to participation, with the exception of those who have tested positive for COVID-19 in the past 90 days per NCAA regulations and CCCAA guidelines. Regular screening of athletes and staff for fever and COVID-19 symptoms or exposure before each conditioning session, team meeting, practice or competition, is conducted.

The Palomar College Athletics Department has implemented an Electronic Medical Records System to collect the data associated with the required self-screening for a temperature of above 100.4 degrees and symptoms of COVID-19. The self-screen data is required to be entered into the System prior to student and employee arrival to campus. Once on campus, students, coaches and staff will enter the COVID-19 symptom screening stations managed by the College.

Palomar College conducts COVID-19 surveillance testing of all unvaccinated athletes and support staff. Both periodic PCR testing as well as antigen testing are acceptable. Surveillance testing will not be used for vaccinated students and support staff. All testing will follow NCAA guidance with regards to frequency of testing. Antigen tests will be executed on campus by use of the CDPH provided Abbot Binax II cards. PCR tests will be administered and processed by Biocept.

If following a daily antigen testing protocol, the protocol must begin with a baseline PCR test followed by daily antigen testing. Any confirmed positive antigen test must trigger a PCR test for confirmation. COVID testing and the completion of a [COVID-19 questionnaire](#) are required for symptomatic athletes and staff and should be conducted within 24 hours of symptoms being reported. If a student athlete presents with multiple symptoms of COVID-19, they would be removed from all activity until results of PCR test are confirmed.

A positive PCR test result indicates that SARS-CoV-2 RNA is present at that point in time, which can represent current or past infection, and may not indicate current infectiousness. A positive antigen test indicates that SARS-CoV-2 antigen is present at that point in time, and likely indicates current infectiousness. It is possible to test negative on either test if the sample is collected early in an infection. False positive results are also possible with either test.

Testing strategies are always contingent on the availability of ample testing supplies, laboratory capacity, efficient turnaround time and convenient access to testing. In an effort to satisfy this requirement, Palomar has entered into an agreement with CDPH to provide antigen and confirmatory PCR tests free of charge. Also, Palomar has entered into an agreement with Biocept to provide weekly PCR testing for all student athletes that are required to test. As of October 11, 2021, either form of testing is acceptable for the CCCAA required surveillance testing. However, Athletics will start to transition to the Biocept PCR tests in the next several weeks with the goal of all Spring Season student Athletes testing with Biocept.

Palomar College adheres to the general guidance for institutions of higher education and state and local public health guidance related to isolation and quarantine of individuals who test positive for COVID-19 and close contacts of those individuals.

For the safety of employees, athletes and spectators, Athletics will follow and enforce current District policies regarding accessibility to campus, facial covering requirements, and health pre-screening requirements.

Coaches and referees will abide by current NCAA and CCCAA guidelines related to handling of shared equipment/items.

### **Isolation & Quarantine Protocols**

In order to engage in contact sports practice or competition, Palomar College athletic team administrators and student-athletes have committed to a strict adherence of appropriate isolation and quarantine procedures.

- All symptomatic student-athletes and staff must complete a [COVID-19 questionnaire](#), remain in isolation until test results are available, and repeat testing should be considered if initial testing is negative and symptoms continue and are consistent with COVID-19 symptoms.
- All student-athletes and staff who test positive or are clinically diagnosed with COVID-19 disease must complete a [COVID-19 questionnaire](#), unless previously done so for this instance and isolate:
  - For 10 days after symptoms first appeared (or 10 days after specimen collection for their first positive test), AND
  - At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
  - Other symptoms have improved.
- Individuals who test positive for SARS-CoV-2 must complete a [COVID-19 questionnaire](#), and if they never develop symptoms, may return to work or school 10 days after the date of specimen collection for their first positive test for SARS-CoV-2.
- Unvaccinated individuals identified as close contacts (within 6 feet for at least 15 minutes) must complete a [COVID-19 questionnaire](#), and will follow a regimen of Antigen testing for two weeks to ensure that they are not infected.
- As per the most recent NCAA and CCCAA guidance, vaccinated individuals identified as close contacts will not need to quarantine.
- Due to the nature of athletic participation, Palomar College will take steps to assist with the contact tracing process including, but not limited to, film review of practice, if available, and extended assessment of contact associated with athletic participation so that all athlete contacts can be identified.

Discontinuation of practice with contact and competition for the rest of the season may be considered by local health departments if more than 10% of athletes on a team test positive within a 14-day period. For teams with less than 20 athletes total, if more than 5 members test positive, discontinuation of practice with contact and competition for the rest of the season may be considered.

### **Athletic Competitions**

Implementation of this guidance as part of a phased reopening will depend on improving or favorable local epidemiologic trends and health care capacity availability, community testing resources, and adequate preparedness to respond to case and outbreak investigations

Palomar College will provide COVID-19 testing and results within a 48-hour period in advance of competition in high contact risk sports.

Palomar College athletics department has considered how best to secure reasonable assurance that the same risks have been adequately considered and addressed by other teams. This includes consideration of how to share testing results and related safety assurances with opposing teams before the start of an event in a manner consistent with applicable health information and education privacy laws.

In conjunction with local public health officials and contact tracers, Palomar College must have in place a mechanism for notifying other schools should an athlete from one team test positive within 48 hours after competition with another team.

Palomar College athletics department, in consultation with executive cabinet, must evaluate the availability of, and accessibility to, local contact tracing resources. Where the availability of local contact tracing resources is inadequate, on-site personnel will be trained or Palomar College will procure contact tracing resources.

Athletic facilities can limit occupancy to essential personnel, such as players, coaches, trainers, security, and event staff. The California Department of Public Health, in consultation with local departments of public health, will review and assess the impact of these imposed limits on public health and provide further direction as part of a phased-in restoration of leisure activities.

When traveling to away games, teams must remain in a team cohort, with no mixing with the local teams or other members of the host community. Unvaccinated employees and athletes must also adhere to masking and social distancing at all times they are not actively participating in an event or competition.

### **Athletic Facility-Specific Plan**

Athletic Facility-Specific Plans previously established under IHE Guidelines are still housed within the Athletic Training COVID Re-Socialization Plan (through the Emergency Operations Center). However, current guidance from both the NCAA and the CCCAA placed increased importance on vaccination status as opposed to transmission risk of sport or transmission risk of facility usage. Specifically, page two of the most recent CCCAA guidance states, “Risk classification by type of sport is no longer considered a relevant testing consideration due to data indicating the risk of contracting COVID-19 is related to activities outside of training and competing in sports.”

As such, Palomar Athletics will follow NCAA, CCCAA, and all applicable federal, state, and local guidelines for vaccinated versus unvaccinated student athletes and staff regardless of sport or venue. Furthermore, Athletics is committed to the compliance of any and all related District regulations.

Athletics Policy, in alignment with District Policy, includes:

- A designated individual responsible for responding to COVID-19 concerns for athletics overall, and for each team or sport. All coaches, staff, and student-athletes will know who their COVID-19 contact person is and how to contact them.
- [CDPH Guidance on Face Coverings](#) inclusive of a policy for handling exemptions.



- Contact information for the local health department to communicate information about COVID-19 outbreaks among employees or students.
- Training and communication for employees and student-athletes regarding the plan.
- Completing a [COVID-19 questionnaire](#) for all exposures, illnesses in result providing details for the investigation of COVID-19 illness, inclusive of a determination if any work-related or athletic-related factors could have contributed to risk of infection. This may result in an update to existing policy as needed to prevent further cases.
- Process implementation and protocols when a workplace has an outbreak, in accordance with CDPH guidelines and orders from the local health department.

### **Additional Topics for Student-Athlete and Employee Training**

Student-athletes, staff, and coaches should be provided an education session on COVID-19 upon or before return to campus, including additional topics such as:

- The importance of vaccination
- Risks COVID-19 poses for athletes
- Proper use of face coverings, utilizing [CDPH Guidance on Face Coverings](#), and the Palomar College policies on how people who are exempted from wearing a face covering will be handled.
- Proper personal hygiene
- Avoidance of touching eyes, nose, and mouth.
- Social distancing as it relates to unvaccinated and high-risk individuals
- [Information on employer or government-sponsored leave benefits](#) workers may be entitled to receive that would make it financially easier to stay at home. Additionally, worker's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to guidance issued by state and regional agencies,
- Protocols for reporting any symptoms and positive test results through the Palomar College [COVID-19 questionnaire](#).
- Any facility specific changes.

### **Cleaning and Disinfecting Protocols**

- A thorough cleaning and disinfection of surfaces in high-traffic areas, including locker rooms, dugouts, benches, stairwell handrails, chairs, doors/door handles, etc., will be conducted as appropriate.
- The use of shared objects and equipment (e.g., balls, bats, gymnastics equipment, golf flags) will be avoided, or cleaned between use by each individual when possible. Student-athletes will be prohibited from sharing towels, clothing, or other items they use to wipe their faces or hands.
- The sharing of equipment or balls will be avoided as much as possible. For applicable sports,

balls should be rotated on a regular basis to limit contact by multiple users until disinfected. For example, in baseball and softball umpires should limit their contact with the ball unless wearing gloves, and catchers should retrieve foul balls and passed balls where possible. Balls used in infield/outfield warm-up should be isolated from a shared ball container.

- Adequate supplies of items to minimize sharing of equipment will be implemented to the extent possible, for example by labeling and assigning them to individuals (e.g., protective gear, balls, bats, water bottles); otherwise, supplies and equipment will be issued to one group of players at a time and will be cleaned and disinfected between use.
- A staff member or volunteer will be identified to ensure proper cleaning and disinfection of objects and equipment, particularly for any shared equipment or frequently touched surfaces.
- Touchable surfaces between shifts or between users, whichever is more frequent, will be cleaned and includes but is not limited to game clocks, scoreboards, rakes, counters, common pens for sign-in sheets, etc.
- The sharing of audio equipment, phones, tablets, pens, and other work supplies will be avoided whenever possible.
- Audio headsets and other equipment between employees will no longer be shared unless the equipment can be properly disinfected after use. Equipment manufacturers will be contacted to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.
- A schedule for increased, routine cleaning and disinfection will be developed and implemented.
- Time for employees to implement cleaning practices during their shift will be provided, and cleaning assignments will be assigned during employee hours as part of his/her job duties.
- Third-party cleaning companies may be procured to assist with the increased cleaning demand, as needed.
- Sanitary facilities will always stay operational and stocked, and additional soap, paper towels, and hand sanitizer will be provided when needed.
- When choosing disinfecting chemicals, the athletic department will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. In addition, the athletic department will use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Employees will be provided training on the chemical hazards, manufacturer's directions, ventilation needed, and Cal/OSHA requirements for safe use. Employees using cleaners or disinfectants will wear gloves and other protective equipment as required by the product instructions. The California Department of Pesticide Regulation's requirements for safe use of disinfectants will be followed. All employees will follow the asthma-safer cleaning methods recommended by the Department of Public Health.
- If possible, increased fresh air circulation will be implemented by opening windows or doors, for indoor facilities. Windows and doors will not be opened if doing so poses a safety or health risk (e.g., risk of falling or triggering asthma symptoms) to players or others using the facility.

- The installation of portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas may be considered.
- To ensure indoor practice and game spaces and large indoor areas have good ventilation and air exchange, improved building mechanical ventilation is provided by filtration to MERV-13, or the highest level mechanically feasible depending on the building or space.
- Hand sanitizer dispensers will be installed, at entrances and high contact areas.
- All employees and students are encouraged to bring their own water while on campus. After a prolonged facility shutdown, a specific process will be conducted by the facilities department to minimize the risk of Legionnaires' disease, and other diseases associated with water. All water systems and features (ex: drinking fountains) will be safe to use again once this process takes place.

### **Food and Dining**

All players, coaches, and referees will be required to bring their own individual water or drink bottles. Drink bottles must be labeled with the name of the owner. Team water coolers or shared drinking stations will not be provided. Teams may provide bottled water.

If food is provided, it will be pre-packaged boxes or bags for players instead of a buffet or family-style meal.

The Athletics Department will prohibit the use of:

- Self-service condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
- Self-service machines, including ice, soda, frozen yogurt dispensers, etc.
- Self-service food areas, such as buffets, salsa bars, salad bars, etc.

The California Department of Public Health and Cal/OSHA safety guidance set out for dine-in restaurants will be strictly followed.

### **Communication and Public Outreach**

Palomar College will develop and implement a communication plan, or create addendums to existing plans, that address risk reduction among the campus community, alumni, and the broader fan base in regard to safer ways to enjoy the game or competition (physical distancing, masks, and the need to adhere to the local public health orders and directives regarding any gatherings or events both at home and away games) and distribute these messages in multiple modes (social and traditional media) ahead of viewing of sporting events.