RETURN TO CAMPUS FREQUENTLY ASKED QUESTIONS

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

- *You can find the Palomar College COVID-19 Recovery Plan here. It is a comprehensive plan that includes the District's COVID-19 Prevention Plan.*
- *On July 6, the Governing Board approved BP 5210 and AP 5210 Communicable Disease (students) and BP 7330 and AP 7330 Communicable Disease (employees). In result, the District has the ability to implement the Employee Vaccination and Immunization Plan in the event of an epidemic or pandemic.*
- *On August 16, the main campus and education centers opened and are available for community use.*
- *Our facilities department partnered with an engineering firm to do an analysis of air quality and HVAC systems in all campus and education center buildings. All required repairs and upgrades for areas with on-site classes or services were completed prior to the beginning of the Fall 2021 semester.*
- *Every department has submitted a Fall 2021 Department Return to Campus Safety Plan to our Emergency Operations Center.*
- *Our information services department is installing enhanced audio-visual equipment in conference rooms and some classrooms at the main campus and education centers to provide access to meetings and classes from a remote location via ZOOM, Microsoft Teams, etc. An overview of this Hylfex functionality, instructions on how to use, and a list of rooms already set up with this equipment can be found here.*
- *The District will continue to ensure access to vaccines for students and employees.*
- *The District has partnered with the Cleared4 platform to provide a required daily health screening questionnaire that is integrated with PeopleSoft for both students and employees. All students and employees have received a personal link from Cleared4 to access the health screening questionnaire, and are required to complete the questionnaire prior to coming to the main campus or education centers. In addition, Cleared4 provides access to appointment setting for individuals who are required to participate in weekly COVID-19 testing. Testing is available at the main campus and Education Centers through an agreement with Biocept.*
- *Prior to coming to the main campus or education centers, community members and visitors are required to complete the health screening questionnaire. More information can be found here.*
- *Students are able to submit their proof of full vaccination through their My Palomar account.*
- *The College continues to make safety a top priority, and having full knowledge of the number of vaccinated employees allows us to plan and implement plans accordingly. As such, the College continues to require all employees to submit their vaccination status if they have not already provided proof of vaccination. Human Resources will email a "Vaccination Confirmation Form" to all employees who have not yet submitted a proof a vaccination. The deadline for this requirement was October 11, 2021.*
- *If you have been fully vaccinated, but have not yet submitted proof of vaccination, please*

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send proof to Human Resources in one of three ways:

1. *(PREFERRED) Send an email to 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.

- *Whenever you are indoors on campus, you are required to wear a facial covering that covers your nose and mouth to help protect yourself and others.*
- *If you are fully vaccinated and alone in your office, you may remove your facial covering.*
- *We will continue to modify the campus Recovery Plan as relevant guidance is gained from federal, state and regional public health agencies and once they are adopted by the District.*

VACCINATION

1. **Will COVID-19 vaccinations be required of everyone?**
   Due to the August 23, 2021 full approval of the Pfizer COVID-19 vaccine by the U.S. Food and Drug Administration the [Employee Vaccination and Immunization Plan](#) and [Student Vaccination and Immunization Plan](#) have been initiated as per BP/AP 7330 Communicable Disease (employees), BP/AP 5210 Communicable Disease (students). Employees and students are required to provide proof of full vaccination or receive an approved medical or religious exemption from the COVID-19 vaccine, by Monday, October 11.

2. **Do I need to be fully vaccinated to work on campus or attend face-to-face classes in Fall 2021?**
   Effective October 11, all employees working onsite and all students taking face-to-face courses must be vaccinated or have received an approved medical or religious exemption. Employees who are concerned about this requirement or deadline should contact the Division of Human Resource Services and students should contact vpstudentservices@palomar.edu.

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

4. **How are employees submitting their vaccination status to the District?**
   Employees must submit their vaccination status if they have not already provided proof of vaccination. Human Resources will email a "Vaccination Confirmation Form" to all

employees who have not yet submitted a proof a vaccination. This form should be completed as soon as possible, but no later than 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:

(PREFERRED) Send an email to benefits@palomar.edu. In the subject line, enter "COVID-19 Proof of Vaccination", and include your name, employee ID#, and proof.
U.S. Mail: Palomar College (Attn: Benefits Office), 1140 W. Mission Rd., San Marcos, CA 92069
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.

5. **What is the plan for those who are immune comprised? If documentation is required, what will be considered official?**
   The [Employee Vaccination and Immunization Plan](#) and [Student Vaccination and Immunization Plan](#) contain information related to the filing of medical and religious exemptions should an employee or student need to do so, as it relates to receiving the COVID-19 vaccine.

6. **Can I receive a reasonable accommodation if I am caring for a family member who has not received the vaccine?**
   The accommodation process is covered in the American Disabilities Act (ADA) and is for employees with qualifying medical conditions they personally have. As such, the accommodation process does not cover this situation. However, if there is a need that requires an adjustment to a work schedule you should work with your supervisor and FMLA may be an option. More information on employee accommodation can be found [here.](#)

7. **Will Palomar establish a policy on remaining current vis-a-visimmunization?**
   The District has established an Immunization and Vaccination Plan for both [students](#) and [employees](#) as it relates to a pandemic.

8. **Can we consider easy ways to help students prove vaccination? Instead of requiring them to email a copy, perhaps they could meet with staff via Zoom and show their card?**
   Students taking face-to-face courses can submit proof of vaccination or, request for a religious or medical exemption from the COVID-19 vaccine through the My Palomar Student Portal. Specific instructions are available [here](#).

9. **Am I allowed to ask a student or employee if they have been vaccinated?**
   No, you are not allowed to ask a student or employee if they have been vaccinated, as this

is medically confidential information.

10. **Will figures be released for the percentage of students, staff, & faculty fully vaccinated at Palomar College?**
These figures will change frequently. To view the current employee vaccination count click here. Students will be required to submit their COVID-19 vaccination record through their MyPalomar student account. Student vaccination data may be released after the October 11 effective deadline.

11. **How will the vaccination policy be enforced for community members?**
We will inform all community members who plan to use campus facilities of our vaccination plan. While we can't require proof of vaccination from our community members, we will ask them to use the Cleared4 platform to access the daily health pre-screening questionnaire. More information on gaining access is available here. Signage will be posted on entry doors to emphasize the requirement of facial coverings and the use of the health pre-screening questionnaire.

RETURN TO CAMPUS PLANNING & CONSIDERATIONS

1. **If an employee doesn't return to work on campus for Fall 2021, what are the implications?**
The implications depend on the situation at hand. If an employee is requested to return face-to-face and has any concerns, they should immediately speak to their supervisor. Contact the Human Resources department at benefits@palomar.edu with questions regarding a reasonable accommodation through the ADA process.

2. **If a person gets sick from COVID-19 from coming back to campus, will a person have to use their own sick time?**
Employees who are ill with COVID-19 should contact benefits@palomar.edu for information regarding available leave.

3. **If a family member or other close contact becomes ill (illness unknown, but like a child having fever), should that employee stay home and work remotely?**
An employee should not come to work if they are in close, regular contact with someone who has COVID-19-like symptoms. The employee should use existing "call out" procedures and complete a COVID-19 questionnaire found here when this situation occurs. If possible, the employee may telecommute, use personal leave, or utilize sick leave. The employee must return to work immediately if it is determined that the sick individual does not have COVID-19.

4. **I am teaching a face-to-face class in the fall. What happens if a student gets COVID-19 and exposes others in our class?**
If a student or employee has COVID-19, they should report their case via the COVID-19 questionnaire found here. The COVID-19 Response Action Team (CRAT) will engage with the individual and determine if they may have exposed colleagues or classmates. If an

exposure has occurred, all employees and students who are impacted will receive a notification with recommendations to prevent further exposure and to seek medical advice, if necessary. While unlikely due to the life span of the virus on surfaces, there is a possibility that the class or work area will be quarantined or require disinfection.

5. **Is it OK for me to meet with a student in my office?**
   Yes. However, whenever indoors on campus, students and employees are required to wear a facial covering that covers their nose and mouth to help protect themselves and others. It is important to adhere to this requirement when conducting meetings in your office, in the classroom and indoor meeting spaces.

6. **Do public venues like the Cashiers Office, Food Pantry, Library, etc., require facial coverings?**
   These are enclosed indoor common areas of the campus, and facial coverings are required regardless of vaccination status.

7. **What are district requirements for areas such as the Student Union and outside areas?**
   Per the guidance from the California Public Health Department and the County of San Diego Department of Public Health Services, effective June 15, vaccinated individuals are not required to wear facial coverings outdoors. Facial coverings are required no matter of the status of vaccination, when you are in indoor areas of the campus.

8. **What about facial coverings in public spaces as well as private offices?**
   Facial coverings are required, no matter of the status of vaccination, when you are in indoor common areas of the campus. Fully vaccinated individuals are not required to wear a facial covering outdoors except at crowded events. If fully vaccinated and in an office alone, an individual is not required to wear a facial covering.

9. **Will masks be made available in offices, just as in classrooms, so that staff can provide them to students or others who come into an office without a mask?**
   Disposable facial coverings have been placed in classrooms, high traffic areas, and in each department. Employees may receive a reusable/washable facial covering, by completing a facilities remedy request. Departments that have not received a supply for disposable facial coverings, may submit a facilities remedy request to receive a supply.

10. **What contact number should be used, and what is the protocol, if someone enters an office, and refuses to put on a mask?**
    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. Campus police should only be called as a last resort. Employees should work with non-compliant individuals in the following manner: (1) ask them to comply with the facial covering mandate and offer a disposable facial covering. (2) Employees should also communicate that we cannot provide the service requested until they comply with the facial covering

mandate. (3) If they continue to refuse, you may ask the individual to leave and provide contact information for them to receive assistance via email, phone, or zoom. (4) If the individual continues to be non-compliant, inform them that you have done all you can do and that they must leave and if they choose not to do so, you will have to ask someone to escort them from the premises for non-compliance with our COVID-19 protocols.

11. **Will there be enforcement of social distancing, for example, a maximum number of students/employees/guests who can enter specific rooms on campus, including restrooms, elevators, lobbies and offices?**
    Appropriate signage has been installed at the entryways with a specific indication of the number of maximum individuals permitted at one time in specific public spaces. Guidelines will be enforced accordingly. As guidance is updated, this information will be issued.

12. **When PPE is requested as part of the Return to Campus Safety Plan, will the items be provided at the department and continuously refreshed?**
    If you have included a request for PPE or changes to a layout, you must still send an email to FacilitiesRemedy@palomar.edu to finalize the request. If PPE needs to be replenished, please submit a new Facilities Remedy as this will not be done automatically.

13. **Are pumping pods available for nursing mothers? Or, will they have other options?**
    Access to the Nursing Pod on the 4th floor of the LRC is provided. Individuals are required to check in at the main circulation desk, where an escort will be provided to the 4th floor, which is otherwise closed.

14. **How is the repopulation plan going to work at the centers?**
    Each department has evaluated their area individually and staffing plans have been developed according to their return to campus plan. Departments may also continue offering virtual student support services. Students located at an Education Center may need to use the remote services at the main campus.

15. **Would it be possible to offer a crisis management or de-escalation training for staff through PD? That can benefit staff working with college students and staff working off site with middle school or high school students. We will be working with students who have not had structure for over a year and we might encounter situations that may need additional training and support.**
    We recently hosted and recorded several wellness workshops, including:
    [Increasing Mental Toughness](#) by Lisa Urness (please use passcode: **X#U@7JeA** *to access the virtual workshop). You can find supporting materials [here](#).*
    [Personal Guide to Managing Stress and Change](#) by Karen Katz (please use passcode: **D0.g=QG2** *to access the virtual workshop). You can find supporting materials [here.](#)*
    [The New Normal Life After COVID-19](#) by Terry Walker (please use passcode: **+C5W!jh=** *to access the virtual workshop). You can find supporting materials [here](#).*

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16. Due to the pandemic, there has been an increase in individuals experiencing trauma and anxiety. Have you considered some form a trauma informed training for staff? This would be beneficial as to how we serve our coworkers as well as our students.

We are considering our opportunities to bring Trauma-Informed Practices to Best Support College Students training to Palomar. The district conducted an employee emotional support survey (results) in the fall and provided training that focused on wellness, managing change, and life after COVID. For those experiencing trauma or signs of trauma, we recommend you contact someone who is specifically trained to respond to trauma. Employees may contact their health provider or the Employee Assistance Program (EAP) program.

- *Anthem EAP: Phone (800) 999-7222;* AnthemEAP.com/sisc*, Company Code = sisc*
- *VOYA EAP: Phone: (877)533-2363;* guidanceresources.com*, WebID = My5848i*

17. If we are relying on a self-monitoring app, how can you be confident that individuals are answering the questions honestly?

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

18. Are employees able to ask students if they have a campus pass from the Cleared4 platform?

You are more than welcome to remind students and employees to use the daily health screening questionnaire.

app. The EOC will be auditing the use of the health screening questionnaire and will address concerns accordingly. Signage has been placed at entrances and on entry doors to buildings to inform individuals of the requirement to use the app.

19. Is there a likelihood that the Return to Campus Safety plans may change after it is submitted and approved?

It is possible for a plan to change due to the fact that the College is required to adhere to health and safety guidance as provided by the California Department of Public Health and County of San Diego Department of Public Health Services. If a specific department's return to campus plan has changed after it has been approved by the EOC, the department should work with their Dean/Director and Vice President to amend and approve the new plan. If you need to add additional employees to the plan, rather than amend and resubmit a new plan, make sure that your supervisor has added those employees to the On-Site Essential Employee Roster.

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

Please view the Steps for Technology Equipment Return on the Information Services

website. You will need your original Equipment Removal form and need to make an appointment to return the items. You can make an appointment here.

21. **If, in our Return to Campus Safety Plan, we include needs from Information Services (IS) order form (i.e: laptops, docking stations, mics/web cams), will those need to be returned to IS in future semesters or will they be a permanent part of our department/office?**
These items will most likely become a part of the department, depending on the type of equipment. IS will likely ask for extra monitors and secondary laptops/docking stations to be returned to IS supply.

22. **How do we go about getting cameras on our computers in our offices?**
Start by talking with your supervisor about the request. Include a list of cameras/headsets/equipment that need to be installed as a part of Return to Campus Safety Plans, followed by the creation of an IS work order.

23. **Will the library and food services be open in fall?**
The library will be open for limited hours at San Marcos during the fall and will still be offering full services online. Aramark has committed to be more fully in the fall.

24. ***Will the College continue to use AdobeSign, even though staff are coming back to campus and could shift back to paper approvals?***
The District aims to minimize paper processes to improve business efficiency, and to minimize waste. AdobeSign and all other digital/electronic processes will be retained as part of our standard business practices. Additionally, the District has other digital platforms such as MicroSoft Forms, Giddeon Taylor Forms, and various tools that should make us more efficient as we move forward.

WORKSPACE SAFETY AND BUILDING PREPARATIONS
1. **When are the HVAC engineers going to assess the buildings? When should we expect the improvements to be installed?**
HVAC Engineers have conducted a comprehensive assessment of all buildings on the main campus and education centers. The facilities team has implemented all of the recommendations. You can find a Progress Report here.

2. **Which buildings will have new HVAC installed prior to the return to campus in Fall 2021?**
HVAC Engineers have conducted a comprehensive assessment of all buildings on the main campus and education centers. Based on these findings, considerations may be made for extreme cases if the current HVAC system cannot be modified or utilized to address air changes and filtration guidelines. You can find a Progress Report here.

3. **Is the dome being considered for HVAC?**
Yes, the modifications include the use of fans.

4. **Are air purifiers available for us in the offices of older buildings that have no windows?**
   This is a possibility in extreme cases where the HVAC system cannot be modified nor utilized to address air changes and filtration.

5. **What about the use of outside air being filtered in?**
   HVAC Engineers have already addressed this topic. In varying degrees, all campus HVAC systems introduce outside air into the systems as air is circulated. The facilities team has made adjustments to the required settings to the maximum wherever possible.

6. **Will ventilation control and temperature control for offices be tested before employees are asked to be in the buildings?**
   Yes, all testing is complete.

7. **What steps will be taken to examine the air circulation and options for the trailers housing DSPS, health center, etc.?**
   HVAC Engineers have included these areas in their analysis. The systems on these modular buildings do introduce outside air into the systems as air is circulated. The facilities team has made adjustments to the required settings to the maximum wherever possible.

8. **Please clarify whether cleaning is planned for only at the end of the day or after each student uses an area.**
   The goal for Custodial will be to provide at least 1 comprehensive cleaning for each classroom with on-site classes, and at least 1 disinfecting service for each day. Shared workspaces should be wiped clean after each use. Sanitizing wipes can be ordered through a facilities remedy request by sending an email to FacilitiesRemedy@palomar.edu*.*

TELECOMMUTING

1. **How do I get reimbursed for expenses associated with telecommuting?**
   Telecommuting supply reimbursement details inclusive of the workflow is on the Fiscal Services website.

2. **What is the process for faculty to apply for reimbursement due to circumstances around COVID-19?**
   Telecommuting supply reimbursement details inclusive of the workflow is on the Fiscal Services website. All employees should work with their supervisors to address reimbursement needs.

3. ***Will the District potentially look at contracts to add potential remote work?***
   The District intends to implement a permanent telecommute policy for positions that can still serve the educational mission of the institution in a remote capacity. Remote work will be the exception, not the rule. Work on the policy is ongoing and will go through

the appropriate negotiation process with our union partners to discuss impacts.

COVID-19 SCREENING INFORMATION

1. **What type of COVID-19 screening will be ongoing?**
    Prior to coming to campus, students and employees are required to use the daily health pre-screening questionnaire provided in their personal Cleared4 link.

2. **How will the Palomar College mobile COVID-19 app work? What about fully vaccinated students & employees?**
    All students and employees, regardless of vaccination status, are required to complete a daily health screening questionnaire by utilizing their personal Cleared4 link. Depending on the answers to these questions, the individual will receive a pass to be onsite. Employees and students should keep their daily results with them. Information on the Cleared4 platform is [here.](#)

3. **What about devices for temperature screening as a failsafe beyond proof of vaccination as the semester proceeds?**
    Prior to coming to campus, are required to complete a daily health screening questionnaire by utilizing their personal Cleared4 link. Information on the Cleared4 platform is [here.](#)

COMMUNITY USE OF FACILITIES

1. **Do we have any updates about Fall for facility usage for outside (non-Palomar) groups?**
    The main campus and education centers were opened on August 16 for use by external organizations.

2. **How will the vaccination policy be enforced for community members, vendors, and delivery people?**
    We will inform all community members who plan to use campus facilities of our vaccination mandate. While we can't require proof of vaccination from our community members, we will ask them to use the Cleared4 platform to access the daily health pre-screening questionnaire. More information on gaining access is available [here](#). Signage will be posted on entry doors to emphasize the requirement of facial coverings and the use of the health pre-screening questionnaire. If employees are aware of visitors who do not have a campus pass, as per their response to the health screening questionnaire, the visitor should be asked to leave campus immediately.

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