



Spring 2022 Return to Onsite Work Delayed to February 22, 2022

Executive Summary

The health and safety of our employees and students remains paramount. Due to COVID-19 illnesses and prescribed quarantines due to exposure, the College is experiencing operational challenges. Other community colleges in the region and throughout the State are experiencing similar challenges. Like many other institutions in the State, the College has determined it is necessary to give our employees time to make their health a priority, before returning to onsite work to serve our students. Effective immediately, the College is further delaying the start of the Onsite Return to Work Plan to **February 22, 2022**.

To prepare for a safe and healthy return to onsite operations on February 22, please complete a COVID-19 report if you do not feel well or have [COVID-19 like symptoms](#). If you feel well you are strongly encouraged to use the [onsite COVID-19 testing services](#) at the main campus and Education Centers three days prior to your assigned return to onsite work date. The sites only offer PCR tests, not antigen tests (also known as rapid tests). Appointments are required and can be made using the [Cleared4 platform](#). These testing services are also available to all enrolled students. The EOC is in the process of confirming vaccination events. The schedule is updated regularly and can be found [here](#).

Due to our commitment to student success virtual student services remain available and special onsite events will be held. Please see schedule below.

Office of Instruction

- During the **first 22 days** of the spring semester, all lecture classes will be offered in a virtual modality. Public safety, workforce programs and hard-to-convert-labs will proceed face-to-face as originally planned, unless otherwise indicated. Face-to-face instruction for those lecture classes originally scheduled as face-to-face will begin face-to-face on **February 22**.
- Students taking face-to-face classes will be notified of the modality change by the Student Services team.
- Instruction and Fiscal Services will create a shared spreadsheet to track classroom resource needs and move through any purchase needs.
- Instruction and Human Resource Services will work with the PFF regarding impact on workload.
- VP Kahn, Deans, and chairs worked to identify some classes that are not meeting established enrollment thresholds (with enrollment under 5). ADAs notified impacted students and guided them to register for alternate class(es).

- Cancellations of classes (under 10) will begin **January 24**
- Cancellations of classes (under 13 Face-to-Face; under 15 Online) will begin **January 31***

*Classes at the Centers, Dual Enrollment, & Vista Jail will be permitted to run at 10 or above.

Student Services

- The *Service Now Desk* in the foyer of the Student Services building will be open as per the following schedule (pending staff availability)

Monday, January 24, 8:00 a.m. – 5:00 p.m.

Tuesday, January 25, 8:00 a.m. – 5:00 p.m.

Wednesday, January 26, 8:00 a.m. – 5:00 p.m.

Thursday, January 27, 8:00 a.m. – 5:00 p.m.

The above schedule will remain in place for the 1st week of classes as well.

- Student Services will also be present in the Student Union Quad as a part of Comet Connect for the 1st two days of classes.
- All currently scheduled virtual student services will continue. Please guide students to the [Student Success website](#) for available services and hours of operation.

Information Services (IS)

Work orders will continue to be implemented to support virtual and onsite instruction. The team is working closely with the Office of Instruction to prioritize work orders. Please note, all timelines for completion may be impacted due to availability of staff.

Facilities

As per requests received at FacilitiesRemedy@palomar.edu, the department is fulfilling necessary items for return to onsite work plans. The Facilities Department has a good inventory of Plexiglas for protective barriers and has a limited supply of air purifiers for an added level of air purification for those offices with a very high volume of visitors. Please note, all timelines for completion may be impacted due to availability of staff.

Human Resources

In-person services are available Monday-Wednesday and by appointment only on Thursday and Friday. Remote services are available Monday-Friday.

Human Resources has also posted positions for hourly COVID-19 Campus Monitors. Both full- and part-time positions are available. The monitors will be assigned to various locations at the main campus and Education Centers to ensure the use of the Cleared4 daily health survey and clearance to be on campus.

Fiscal Services

All essential fiscal service departments will continue to operate, with staff working both onsite and remotely.

Thank you. Please contact your supervisor for questions about your work schedule and department operations. Should you have questions regarding human resource matters please email hrhelp@palomar.edu.

Sincerely,

David Joseph Montoya III
Assistant Superintendent/Vice President, Human Resources.