



January 4, 2022

To: All Palomar College Employees

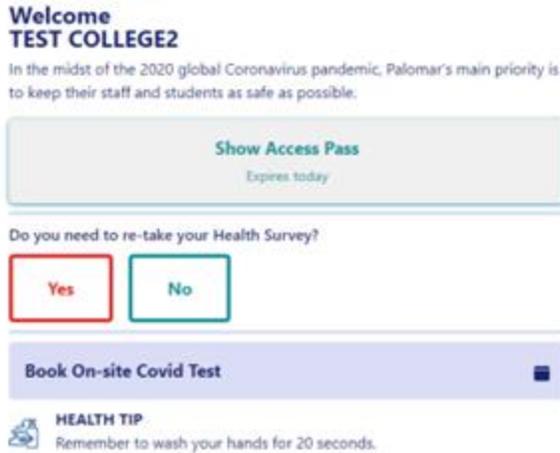
From: David Joseph Montoya III, Assistant Superintendent/Vice-President, Human Resource Services

Re: Updated Timeline for Return to Onsite Work Beginning Spring 2022

On November 12, 2021, the District sent a [communication the Spring 2022 return to onsite work plan](#). To ensure the continued safety of our students, employees, and campus community and due to the extensive impact of the Omicron COVID-19 variant on our region, the District has amended the associated timeline.

The Spring 2022 return to onsite work plan indicated all services at the main campus and education centers were expected to return to onsite operational hours, between 8:00 a.m. – 5:00 p.m., Monday through Thursday with Friday designated as a virtual office day on January 18. **The effective date of this plan is now Monday, January 31. Until this date, all departments may remain in their status quo operations.**

Further, the District *recommends* that all employees, independent of vaccination status test for COVID-19, within 3-5 business days prior to returning to onsite work. Please note, employees with medical or religious exemptions are still required to test on a weekly basis. Individuals who have been diagnosed with COVID-19 in the last 90 days should not pursue a COVID-19 test due to the high likelihood of a positive result, even though you are no longer symptomatic or contagious. COVID-19 testing is available at the main campus and education centers in Escondido and Rancho Bernardo. The schedule is posted [here](#). You must make an appointment through the Cleared4 platform to test at one of the Palomar College testing sites. You can book your appointment by clicking on “Book On-Site Covid Test” on your home screen of the Cleared4 platform.



What does the new timeline mean for my department?

Departments that are already working onsite should maintain their current operational hours and work schedules. Departments that were planning to return to onsite work on January 18, should adjust their timeline and work schedules to start on January 31. It is important for all directors, managers, and supervisors to address any concerns or questions to their Vice President.

I am fully vaccinated. Am I required to test before coming onto campus?

No. As an additional health and safety measure, the District recommends that all employees vaccinated or unvaccinated get a COVID-19 test 3-5 days prior to returning to onsite work. COVID-19 testing is available at the main campus and education centers in Escondido and Rancho Bernardo. The schedule is posted [here](#). You must make an appointment through the Cleared4 platform to test at one of the Palomar College testing sites. You can book your appointment by clicking on “Book On-Site Covid Test” on your home screen of the Cleared4 platform.

On January 31, does my office need to be open from 8:00-5:00pm Monday through Thursday and have a virtual day on Friday?

Most departments have standard onsite operational hours from 8:00 a.m. - 5:00 p.m. Some departments may have extended hours due to demand for services and specific services provided. Friday is designated as a virtual office day for those departments that can operate virtually with minimal impact on services to students. As a result, onsite operational hours may be different for each department, but at a minimum, all departments will be open 8:00 a.m. to 5:00 p.m. Please direct all questions regarding work schedules to your immediate supervisor.

Does a return to onsite business hours mean that all employees will work the same hours and days and return at the same time?

No. Your supervisor and Vice President are developing employee work schedules which allow for standard onsite business operations, maintaining services to students, and minimizing the

employee footprint when possible. This may result in staggered employee schedules for many departments.

When will I receive my updated schedule?

Employees will receive any amendments to their work schedule no later than 10 days prior to that change.

Health and Safety Protocols - All students, employees and visitors to the main campus and education centers are required to:

- Complete their daily wellness check on the Cleared4 platform to enter campus.
- Always wear a facial covering while indoors, unless fully vaccinated and alone in a closed-door office (updated from the December 15, 2021 mask guidance memo).
- All students and employees are required to have a complete COVID-19 vaccination or test weekly for COVID-19, if in receipt of a religious or medical exemption to be onsite.

Thank you for your continued work as we navigate the pandemic together. Please direct questions regarding scheduling to your immediate supervisor.

Best,

David Joseph Montoya III

Assistant Superintendent/Vice-President, Human Resources