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.*
- *After a 3-week delay, Spring '22 onsite teaching, learning and work began on February 22. You can find information regarding the February 22 return in the Employee Communications Library.*
- *The District continues to enforce the Employee and Student COVID-19 Vaccination and Immunization Plans.*
  - *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 is requiring that all employees submit their vaccination status if they have not already provided proof of vaccination.*
  - *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:*

    i. *(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.*
    ii. *U.S. Mail: Palomar College (Attn: Benefits Office), 1140 W. Mission Rd., San Marcos, CA 92069*
    iii. *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.
- *The District will continue to ensure access to vaccines for students and employees. The schedule of vaccination events is available here.*
- *The District continues to make onsite COVID-19 PCR testing available to all employees and enrolled students. Appointments are required and must be made through the Cleared4 platform. The testing schedule is on the COVID-19 webpage. Employees or students who have had COVID-19 in the last 90 days should not have a PCR test, rather they should pursue a COVID-19 antigen test. The District will be distributing antigen tests during the week of February 28, 2022.*
- *Prior to coming to campus, students and employees are required to complete the Cleared4 daily health pre-screening. Every employee and enrolled student have received a personal link via an email from no-reply@cleared4work.com. This link provides access to the daily health pre-screening questionnaire.*

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<u>VACCINATION</u>

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 have until Monday, October 11 to provide proof of full vaccination or receive an approved medical or religious exemption from the COVID-19 vaccine.

2. **Do I need to be fully vaccinated to work on campus or attend face-to-face classes in Spring 2022?**
   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 <u>BP/AP 5210 – Students</u> and <u>BP/AP 7330 – Employees</u> 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.
   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 compromised? 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](#). If they are having difficulty in doing so, students should contact studentconfidential@palomar.edu.

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. **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 visitors to use the QR code or link found [here](#). Campus Monitor Check-In stations will be deployed by the week of March 7; locations and operating hours can be viewed [here](#). Students and visitors will be required to show their Cleared4 clearance to obtain a daily clearance bracelet.

RETURN TO CAMPUS PLANNING & CONSIDERATIONS

1. **If an employee doesn't return to work on campus for Spring '22, 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 may have their sick leave covered under the [new 2022 COVID-19 Supplemental Paid Sick Leave law](#). Employees should contact benefits@palomar.edu for specific information.

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, utilize sick leave, or use the [new 2022 COVID-19 Supplemental Paid Sick Leave law](#). 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 spring. 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.

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 February 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.

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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. 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. Employees may receive a N-95 mask by completing a facilities remedy request and signing the fit-test acknowledgement. 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 what is required to enter the room or building. Social distancing is not a current requirement per regional, state or federal health and safety guidelines.

12. **What is the best way to request for a replenishment of facial covering supply?**
    Please send an email to FacilitiesRemedy@palomar.edu to make your request.

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.

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14. How is the repopulation plan going to work at the centers?
Both the main campus and the education centers are required to be open to students on Monday – Thursday, from 8:00 a.m. – 5:00 p.m. Virtual services will be available on Fridays.

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](#).*

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 platform, 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.

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18. Are employees able to ask students if they have a Cleared4 campus pass?
You are more than welcome to remind students and employees to use the Cleared4 daily health pre-screening. Signage has been placed at entrances and on entry doors to buildings to inform individuals of the requirement to use the daily health screening. If a student or employee does not have a Cleared4 campus pass, they can be directed to receive assistance at a campus monitoring station. A list of locations is available [here](#).

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 spring?
The libraries will be open and will also offer full services online. Aramark food services will be open at the main campus.

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 have had new HVAC systems installed?**
   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 adjusted 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 adjusted 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.

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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. ***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 complete the Cleared4 daily health pre-screening. Every employee and enrolled student have received a personal link via an email from no-reply@cleared4work.com. This link provides access to the daily health pre-screening questionnaire. If you are having trouble finding your personal link, please contact the helpdesk.

2. **How will the Palomar College mobile COVID-19 Cleared4 daily health pre-screening questionnaire work? What about fully vaccinated students & employees?**
   All students and employees, regardless of vaccination status, are required to complete the Cleared4 daily health pre-screening. Every employee and enrolled student have received a personal link via an email from no-reply@cleared4work.com. This link provides access to the daily health pre-screening questionnaire. If you are having trouble finding your personal link, please contact the helpdesk.

3. **What about devices for temperature screening as a failsafe beyond proof of vaccination as the semester proceeds?**
   All students and employees, regardless of vaccination status, are required to complete the Cleared4 daily health pre-screening. Every employee and enrolled student have received a personal link via an email from no-reply@cleared4work.com. This link provides access to the daily health pre-screening questionnaire. If you are having trouble finding your personal link, please contact the helpdesk.

COMMUNITY USE OF FACILITIES

1. **Do we have any updates about Spring for facility usage for outside (non-Palomar) groups?**
   The main campus and education centers are fully open as of February 22 and can be used by external organizations.

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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 plan. While we can't require proof of vaccination from our community members, we will ask visitors to use the QR code or link found [here](#). Campus Monitor Check-In stations will be deployed on the week of March 7; locations and operating hours can be viewed [here](#). Students and visitors will be required to show their Cleared4 clearance to obtain a daily clearance bracelet.