



February 22, 2022, Return to Onsite Work

Executive Summary

The Palomar Community College District is extremely grateful to all students and employees for their patience and understanding as we addressed the health and safety needs of the main campus and education centers. We are now ready to return to onsite teaching, learning, and work on February 22, with a continued focus on the health and safety of our students and employees.

All departments are required to be open Monday – Thursday between 8:00 a.m. – 5:00 p.m. In-person services will not be available on Fridays; employees may work on-site or virtually on Fridays as determined by department needs. All employees should contact their supervisor if they have questions regarding their regular work schedule.

District Wide COVID-19 Mitigation and Prevention Initiatives

Facial Coverings are Required Indoors

As part of our ongoing efforts to reduce the spread of COVID-19 and protect the health and safety of students and employees, and in alignment with other colleges and K-12 districts in our region, we will continue to require face coverings indoors regardless of vaccination status until further notice. The one exception is that fully vaccinated individuals working alone in their office may remove their facial covering. Wearing a proper, well-fitted mask indoors is one effective way we can all help slow the spread of COVID-19. A supply of masks has been placed in classrooms with scheduled face-to-face classes. Employees in need of an N-95 mask are required to email their request to FacilitiesRemedy@palomar.edu and sign the acknowledgement of voluntary use without a “fit test”.

Daily Health Questionnaire Required

All employees, students and visitors are required to answer the daily health questionnaire in Cleared4 prior to coming on-site to the main campus or education centers. Students and employees will use their personal Cleared4 link, visitors can use the QR code or link found [here](#). Campus Monitor Check-In stations will be deployed on February 28, 2022; 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.

Prior to February 28, and on dates and times when the check-in stations are not available, employees may ask students to see their Cleared4 pass or use a class roster to view Cleared4 status. Supervisors are required to check employee clearance daily through the Cleared4 report located in the Management Teams folder or by asking to see the Cleared4 pass. Those who forget to perform the daily check-in should be reminded to complete it and return to the check-in station to receive their daily bracelet. Continued or deliberate attempts to not follow the check-in protocols will be addressed by the appropriate administrator.

Vaccination and Immunization Plan Enforcement

The District is continuing to enforce the Vaccination and Immunization Plan for [students](#) and [employees](#). All

employees and students must submit proof of vaccination or have an approved medical or religious exemption to be on-site. Those with approved exemptions *must* comply with the weekly PCR testing requirement using the Cleared4 platform with their personal link, instructions may be viewed [here](#). The onsite testing schedule is available [here](#). If you choose to take a PCR test at a medical facility instead of a Palomar College testing site, you will need to upload your results to Cleared4. You can find the upload instructions [here](#). Antigen tests are not accepted in lieu of a PCR test. We are continuing to encourage all students and employees to be fully vaccinated. The vaccination event schedule is available [here](#).

Staying Healthy

If you do not feel well or have COVID like symptoms, you should stay home, inform your supervisor and complete the [COVID-19 Questionnaire](#). Employees and students can test at a COVID-19 PCR testing site at the main campus or education centers, upon return or after travel as long as they are not experiencing symptoms, appointments can be made using Cleared4. Individuals who have been diagnosed with COVID-19 in the last 90 days should not pursue a COVID-19 PCR test due to the high likelihood of a positive result, even though you are no longer symptomatic or contagious. However, students and employees are encouraged to take a COVID-19 antigen test, prior to returning to the campus or education centers. If your antigen test result is positive, please upload the result to Cleared4. You can find the upload instructions [here](#). The District will distribute free antigen tests to employees and students during the week of February 28.

Increased Signage and Safety Measures

Signage is placed at entries and high traffic areas to notify all students, employees, and visitors of the requirement to wear a facial covering indoors, regardless of vaccination status. In addition, campus entry and building entry signage notifies employees, students, and visitors of requirement to be:

- Symptom free,
- Wearing a facial covering
- In possession of a campus pass from Cleared4

Facilities provided additional safety measures at all campus locations as follows:

- Hand sanitizer stations in high traffic areas at the main campus and education centers
- Air scrubbers/purifiers in buildings which were identified as needing additional circulation
- Frequent cleaning of high use and touch areas (bathrooms, handles, etc.).
- Plexiglass/Protective barriers

Palomar is proud to welcome our students and employees back on Tuesday. Should you have questions regarding the content of this communication, we encourage you to join the weekly COVID-19 Thursday Meetings via [zoom](#) from 4:00 p.m. - 5:00 p.m. or speak with your supervisor.

Sincerely,

David Montoya III

Assistant Superintendent/Vice President Human Resources