

RETURN TO CAMPUS

FREQUENTLY ASKED QUESTIONS

VACCINATION

Will COVID-19 vaccinations be required of everyone?

While the District desires to move in this direction, any requirement for vaccinations will have to go through the collective bargaining negotiation process to discuss impacts. In order to effectuate this, the District has made recommended revisions to BP/AP 5210 Communicable Disease (students) and BP/AP 7330 Communicable Disease (employees) to give the District the ability to create a Vaccination and Immunization Plan in the event of an epidemic or pandemic. These BPs and APs have moved through the shared governance process, are receiving legal review, and are expected to go before the Governing Board on June 1, 2021. The Vaccination and Immunization Plan is currently going through negotiations with our union partners.

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 final Vaccination and Immunization Plan. 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).

How are employees submitting their vaccination status to the District?

You may send vaccination information to Human Resources in three different ways:

a. (PREFERRED) Send an email to benefits@palomar.edu. In the subject line, enter “COVID-19 Proof of Vaccination”

b. U.S. Mail: Palomar College (Attn: Benefits Office), 1140 W. Mission Rd., San Marcos, CA 92069

c. Fax: (760) 761-3530

Communications should include all the following information: Legal name, Employee ID and Proof of vaccination (photo of both sides). More detailed information can be found [here](#).

What’s the plan for those who are immune comprised? If documentation is required, what will be considered official? Many physicians are not happy to be required to provide specific documentation.

We are conducting research on this topic and will issue an update accordingly.

Will Palomar establish a policy on remaining current vis-a-vis immunization?

It is the intent of the District to establish an Immunization and Vaccination Plan. The Plan is currently going through negotiations with our union partners to discuss impacts.

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?

Plans are being considered on how to collect proof of vaccination.

If we are vaccinated, can we work in our office one day per week after June 15?

All departments within the College are required to complete a [Department Return to Campus Safety Plan](#) to address the onsite work needs of employees. It is best to work directly with your supervisor to address specific needs. You may use your office starting June 15 in accordance with the schedule approved by the dean and VPI. We are all prohibited from gathering in the hallways, break rooms, and work rooms. The number of people in a workroom or copy room at one time should be limited to one except where otherwise noted. After using high-use, shared equipment, please wipe down the equipment with supplies provided.

Will figures be released for the % of students, staff, & faculty fully vaccinated at Palomar College?

These figures will change frequently. All inquiries to gain employee information should be sent to HRHelp@palomar.edu. The process to collect student vaccination is being determined.

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 download the Palomar App and conduct a screening for body temperature and COVID-19 symptoms and show their results to the monitor at the entrance to the campus or Education Center.

FACIAL COVERINGS AND SOCIAL DISTANCING REQUIREMENTS

Is it OK for me to meet with a student in my office?

Currently, it is recommended that meetings with students be held in the classroom when available or, even better, outside on the campus. Masks must be worn, and social distance protocols must be followed.

Will public venues like the Cashiers Office, Food Pantry, Library, etc. require masks?

These are enclosed indoor common areas of the campus, and masks are required as is social distancing, no matter of the status of vaccination. This requirement is per the effective date of June 15, when the California Public Health Department and the County of San Diego Department of Public Health Services will align their masking policy with the recent masking guidelines issued by Center for Disease Control Prevention.*

**As guidelines are updated, the information will be posted.*

Will district requirements be established 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 masks outdoors. Indoor health and safety guidelines issued by the CDC, California Department of Public Health, and County of San Diego Departments of Public Health Services will be enforced.*

**As guidelines are updated, the information will be posted.*

What about face masks in public spaces as well as private offices?

The District will continue to adhere to public health guidelines. As of June 15, the California Department of Public Health and the County of San Diego Department of Public Health Services will align their masking policy with the recent masking guidelines issued by Center for Disease Control Prevention. These guidelines include:*

- *Fully vaccinated Californians are not required to wear a mask outdoors except at crowded events.*
- *In indoor settings, individuals do not need to wear a mask if they are alone in their office, but in common areas, masks are required as is social distancing; not matter the status of vaccination.*

**As additional guidelines are issued, we will update this information.*

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 will be installed at the entryways with a specific indication of the number of maximum individuals permitted at one time. Guidelines will be enforced accordingly. As guidance is updated, this information will be issued.

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.

WORKSPACE SAFETY AND BUILDING PREPARATIONS

When are the HVAC engineers going to assess the buildings? When should we expect the improvements to be installed?

HVAC Engineers are conducting a comprehensive assessment of all buildings on the main campus and education centers. A report is expected during the week of May 24. The facilities team is planning to have all safety measures installed prior to the return to campus date of August 15.

Which buildings will have new HVAC installed prior to the return to campus in Fall 2021?

The College is in the process of conducting a comprehensive evaluation of HVAC systems at 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.

Is the dome being considered for HVAC?

Yes, including other measures such as the use of fans.

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.

What about the use of outside air being filtered in?

HVAC Engineers are looking at this including the use of outside air

Will ventilation control and temperature control for offices be tested before employees are asked to be in the buildings?

Yes, testing will be done to ensure requirements are met prior to August 15.

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. Remedies will be addressed prior to August 15.

Please clarify whether cleaning is planned for only at the end of the day or after each student uses an area.

A comprehensive cleaning will be planned at periodic times based on CDC guidelines. 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.

RETURN TO CAMPUS PLANNING

Is there a way to track what stage a department's plan is in the review process? Or a timeline for when we should expect to look for that email from the EOC regarding approval and next steps?

Those who submit the original plan are given status updates at each level until completed.

Is there a likelihood that the Return to Campus Safety plans may change depending on the Governor's announcement on June 15?

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 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](#).

If, in our Return to Campus Safety Plan, we include needs from Information Services (IS) order form (ie: 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.

How do we go about getting cameras on our computers in our offices?

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.

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 we'll still be offering full services online. Aramark has submitted a preliminary plan to return to campus more fully in the fall. Like other areas of the campus, a return-to-campus safety plan has been requested.

TELECOMMUTING

How do I get reimbursed for expenses associated with telecommuting?

Telecommuting supply reimbursement details inclusive of the workflow is on the Fiscal Services website. <https://www2.palomar.edu/pages/fiscalservices/>

What is the process for faculty to apply for reimbursement due to circumstances around COVID-19?

Currently, the Palomar Faculty Federation does not have a Memorandum of Understanding with the District in regards to the reimbursement of costs associated with COVID-19. All employees should work with their supervisors to address reimbursement needs.

COVID-19 SCREENING INFORMATION

What type of COVID-19 screening will be ongoing?

Temperature and COVID-19 symptom screening stations will continue until June 15, 2021. The College will be launching an application that will provide for self-monitoring.

How will the Palomar College mobile COVID-19 app work? What about fully vaccinated students & employees?

All students and employees, regardless of vaccination status, will be required to complete a set of questions regarding body temperature and COVID-19 symptoms. Depending on the answers to these questions, the app will provide an indication if you should stay home or come to campus. Upon arriving at campus, students and employees will be required to show proof of validation to come to campus.

What about devices for temperature screening as a failsafe beyond proof of vaccination as the semester proceeds?

Temperature and COVID-19 symptom screening stations will continue until June 15, 2021. The College will be launching an application that will provide for self-monitoring.

COMMUNITY USE OF FACILITIES

Do we have any updates about Summer and Fall for facility usage for outside (non-Palomar) groups?

Groups conducting public events to serve the essential needs of the region, such as food distributions and vaccinations, will continue to be permitted. The Emergency Operations Center will make recommendations to the Policy team as we move closer to the Fall term. An announcement will be issued as the status of external use recommendations is updated.

How will the vaccination policy be enforced for community members?

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