



Resources for Remote Work **For Employee Information Only**

Having trouble with equipment at your remote workstation?

Contact Information Services, they have monitors, keyboards, mice and other technology on-loan. You can **make an appointment** with Information Services to borrow equipment or receive technical support that cannot be addressed remotely. You will need to complete an **Equipment Removal Form** and gain the necessary approval from your supervisor/Director and Vice President. Email the completed and authorized form to helpdesk@palomar.edu, or bring a printed copy with you to your appointment.

Need a quick visit to campus or an Education Center?

We have a process for quick campus visits (30 minutes or less) for work-related purposes (examples: pick up a chair, book, specific file, etc.). The Essential Campus Access Request Form requires approval by your supervisor and your Vice President, and is for visits to your office or workspace only. The form is automated and will be sent your supervisor for the first-round approval and then to the VP once approved. **The form is available here**. Once your visit is approved, a link will be emailed to you to make an appointment to conduct your visit.

If you are picking up District owned equipment, you must complete an **Equipment Removal Form** and gain the necessary approval from your supervisor/Director and Vice President. The approved Equipment Removal Form must be attached to your Essential Visit form.

Preparing for on-site work or planning an item distribution event?

We understand it is necessary for some essential work to be conducted on-campus because it cannot be done remotely. This work may include approved face-to-face instruction, distributing items to students, or other work departments need to complete on campus. All on-campus work requires an approved On-Site Operations and Safety Plan. **Start here** to begin the planning and approval process. Please allow for at least 72 hours prior to your preferred implementation date, as these plans can take some time to receive approval.

Would you like to volunteer at a Temperature and Symptom Screening Station?

In adherence to public health regulations and to ensure the safety and health of our staff, faculty and students, we have temperature and symptom screening stations in parking lot 1/2 and 12. We rely on district employees to volunteer and operate these stations. If you would like to volunteer, you can **sign up today**. Employees should check with their supervisor before making a commitment to volunteer. Thank you in advance for your time and dedication to the health and safety of our campus.

Wondering if your upcoming expense can be covered by CARES Act Funding?

We have access to CARES funding which can be applied to some resources. Please work with your respective Dean/Director in identifying the needs of your programs and services. To apply for funding, please use the **COVID-19 Resource Request Form** and email it to COVIDfiscal@palomar.edu. This process can take up to two weeks to gain approval, so please plan ahead.