

March 3, 2021

Dear Colleagues,

We appreciate how much our employees have already done to adapt during this pandemic. As you know, we have been taking preventive measures at Palomar College against COVID-19 to help keep you, our employees, our community and our students safe. We have worked under some uncertain and often stressful conditions, and you have helped make it possible for us to continue our essential operations and we hope to begin to safely reopen soon.

It is important that employees in the education sector get vaccinated because of your critical role in supporting students' access to education. Essential workers who are in contact with the public or coworkers are at increased risk of getting and/or spreading COVID-19.

Getting the COVID-19 vaccine gives you an added layer of protection against COVID-19 and could also protect your coworkers and your family. Here are some key points about COVID-19 vaccination:

- All COVID-19 vaccines available in the United States are very effective at preventing the disease.
- The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills, and fever.
- Stopping a pandemic requires using all the tools we have available—wearing masks, staying at least 6 feet from people who do not live with you, staying home when you are not feeling well, avoiding crowds, and poorly ventilated spaces, washing your hands frequently, and getting vaccinated.
- If you want to know more about COVID-19 vaccines, visit: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/>.
- Your health and safety continue to be our priority and, San Diego and Riverside Counties have opened vaccine scheduling to the childcare and education sector, Palomar College falls under Higher Education and should follow these [guidelines](#). A list of sites and appointments can be found here:
  - [San Diego County COVID-19 Testing Sites & Appointments](#)
  - [Riverside County COVID-19 Testing Sites & Appointments](#)

Vaccination appointments may be made over the weekend at many site locations. For employees who need to make an appointment during scheduled work hours, work directly with your immediate supervisor to schedule time away from the office and schedule additional hours to make up for any missed time. Should an employee need to use their personal leave please note that the District is currently in negotiations with employee representative groups on the matter.

If you have any questions regarding vaccine availability, please utilize the links above for more information. Please direct any employee or benefit related questions you can contact Human Resources at [benefits@palomar.edu](mailto:benefits@palomar.edu).

Sincerely,

*David Joseph Montoya III*

David Joseph Montoya III (Mar 3, 2021 16:43 PST)

David Joseph Montoya III

Assistant Superintendent/Vice President of Human Resources






# COVID-19 Vaccination Scheduling 3.3.2021

Final Audit Report

2021-03-04

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|-----------------|---|
| Created:        | 2021-03-04                                      |
| By:             | Maria Zapien Rangel (mzapienrangel@palomar.edu) |
| Status:         | Signed  |
| Transaction ID: | CBJCHBCAABAAAnfcXBomm2QxMW5YWGGu0skjI0byMpDs3   |

## "COVID-19 Vaccination Scheduling 3.3.2021" History

-  Document created by Maria Zapien Rangel (mzapienrangel@palomar.edu)  
2021-03-04 - 0:41:18 AM GMT- IP address: 205.153.156.222
-  Document emailed to David Joseph Montoya III (dmontoya@palomar.edu) for signature  
2021-03-04 - 0:42:07 AM GMT
-  Email viewed by David Joseph Montoya III (dmontoya@palomar.edu)  
2021-03-04 - 0:42:49 AM GMT- IP address: 104.47.38.254
-  Document e-signed by David Joseph Montoya III (dmontoya@palomar.edu)  
Signature Date: 2021-03-04 - 0:43:07 AM GMT - Time Source: server- IP address: 172.89.27.192
-  Agreement completed.  
2021-03-04 - 0:43:07 AM GMT