



April 23, 2021

Dear Palomar Employees,

Over the past year, Palomar College has weathered the challenges presented by the COVID-19 pandemic. We have collectively faced each challenge with resolve and we continue to take great pride in the services we provide to our community. With Governor Gavin Newsom declaring that [California will likely fully reopen on June 15](#), we now enter a new phase – by summer, the College will finalize a framework for the repopulation of our campus and Education Centers. While we plan with a positive mindset, the framework is designed with the flexibility to pull back into a more restrictive campus presence, if our region experiences a surge in the pandemic, or if the county, state, or federal regulations require us to do so.

Several forthcoming communications will occur to align Palomar College with California's pending reopening:

- The objective is to create a phased approach to repopulation, utilizing the fall 2021 class schedule to inform staffing levels, and repopulation of the main campus and Education Centers.
- On April 26, each Vice President will begin engaging their respective divisions to develop a general framework for repopulation. Phase 1 of the framework is aligned with the current tier system outlined in [California's Blueprint for a Safer Economy](#). Phase 2 and 3 of the framework are aligned with what we anticipate happening after the tier system potentially ends on June 15 and the state moves [Beyond the Blueprint for a Safer Economy](#). Completion dates for repopulation frameworks are forthcoming.
- Vice Presidents will work with their respective departments in developing a Safe Reopening Plan, utilizing the Safe Reopening Plan Checklist tool developed by the Emergency Operations Center (EOC). This checklist ensures the review and execution of necessary safety precautions (e.g., usage of PPE), that equipment/technology needs are met, and the implementation of operational changes necessary for departments to function safely. Completion dates for Safe Reopening Plan Checklists are forthcoming.
- Faculty not teaching on campus but requiring access to their offices may utilize the Safe Reopening Plan Checklist tool to request access after June 15. This requires approval from the appropriate department, Dean, and Vice President and must be submitted 10 working days prior to the desired start date.
- Other measures taken to ensure the safe repopulation include:
  - Custodial and groundskeeping staff returning to their assignments at the main campus and Education Centers by May 10 to prepare for reopening, which includes the cleaning of offices and workspaces,
  - Facilities and operations staff facilitating extra HVAC filtration in areas with dense populations (e.g., classrooms);

- EH&S staff working to ensure Personal Protective Equipment (“PPE”) supplies are sufficient;
- Technology staff reviewing and operationalizing a COVID-19 pre-screening and contract tracing mobile application; and,
- Strict adherence to all applicable County, State and Federal COVID-19 safety regulations.
- The District will engage in negotiations centered on working conditions that need to be addressed.

Additional safety requirements and logistic concerns will become apparent as discussions start next week. We are planning for open, honest, and positive dialogue as we navigate this repopulation plan together, and as we address any issues that arise along the way. We successfully handled the transition to a virtual environment together, and we will successfully handle the transition back to campus. We are also in close communication with our employee group partners.

As always, thank you for your continued commitment to the college. Please visit the [Coronavirus \(COVID-19\) Updates webpage](#) for updates and resource information.

Best,

*David Joseph Montoya, III*

David Joseph Montoya III, J.D., M.A., SHRM-CP  
Assistant Superintendent/Vice President of Human Resources