



Return to Onsite Work **Guidance and Resources** **For Employee Information Only**

Are you planning onsite work?

Is your department planning to return to onsite work in Summer 2021 or Fall 2021?

The District's current plan is to begin repopulating the main campus and education centers in alignment with the state of California's transition Beyond the Blueprint for a Safer Economy, which is scheduled to take effect on June 15, 2021. Below is an outline of the District's phased approach to returning to onsite work.

Phase 2A: June 16 – August 15, 2021: Acclimation period intended to ensure we are staffed appropriately to optimize the student experience.

Phase 2B: August 16 – December 17, 2021: Full implementation of Fall term on-site and remote operations and begin planning for Phase 3.

Phase 3A: January 3 – January 28, 2022 Intersession: Implementation of Spring plans for return to full on-site operations (Note: Plenary is January 27)

Phase 3B: Spring '22 term, January 31 – May 28, 2022: Full on-site operations.

When planning your department's return to on-campus operations, there are several factors that should be considered. Please use the [Department Return to Campus Safety Plan](#) to guide your plan your return to onsite work. The plan submittal is automated and will be routed for the required approvals. It is incredibly important to continuously communicate with all employees, while developing your plan.

Are you planning a distribution event, face-to-face instruction (labs), or other onsite work not included in a Department Return to Work Safety Plan?

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 separate from what has been included in a Department Return to Work Safety Plan. All on-campus work requires an approved On-Site Operations and Safety Plan. However, only face-to-face labs need to complete an On-Site Operations and Safety Plan while lectures do not. [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.

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. If you have an appointment with Information Services, you do not need to complete a request for an Essential Visit. The Essential Visit Request form is automated and will be sent your supervisor for the first-round approval and then to the VP for approval. [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.

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.

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.