



September 2, 2021

Dear Palomar College Employees,

It is imperative to understand the District's steadfast commitment to the health and safety of students and employees.

On Friday, August 27, 2021, you received communication regarding a mandatory weekly diagnostic screening of those who received an approved medical or religious exemption and unvaccinated employees. We have determined the diagnostic screening mandate will be implemented only for those with an approved medical or religious exemption. Currently, our plan is to provide testing on the San Marcos campus and at the centers. There is no cost to the employee and testing will take place during work hours.

As stated previously, to work on campus, **Monday, October 11** is the deadline for all employees, to provide proof of complete vaccination, or receive an approved medical or religious exemption. Please note that it is highly recommended that all employees receive full vaccination or submit an exemption as you may be required to be physically present on campus, to work, by your supervisor pending any notice requirements in the contract.

You may find the appropriate forms on Human Resources COVID-19 webpage.

- [COVID-19 Vaccination Medical Exemption](#)
- [COVID-19 Vaccination Religious Exemption](#)

If you have been fully vaccinated, but have not yet submitted proof of vaccination, please send proof to Human Resources in one of three ways:

1. (PREFERRED) Send an email to benefits@palomar.edu. In the subject line, enter "COVID-19 Proof of Vaccination", and include your name, employee ID#, and proof.
2. U.S. Mail: Palomar College (Attn: Benefits Office), 1140 W. Mission Rd., San Marcos, CA 92069
3. Fax: (760) 761-3530

If you have lost or misplaced your physical vaccination card, please visit [Digital COVID-19 Vaccine Record \(ca.gov\)](#) to obtain a replacement digital copy of your vaccination card for submission. You may also call the site you received your vaccination to request an additional physical vaccination card.

The schedule of convenient vaccination clinics can be found [here](#). You can find a complete list of the District's COVID-19 mitigation and prevention strategies [here](#).

Palomar College employees should address their concerns or questions to their supervisor.

Stay well,

Star Rivera-Lacey, Ph.D.
Superintendent/President, Palomar Community College District