



November 12, 2021

To: All Palomar College Employees

From: David Joseph Montoya III, Assistant Superintendent/Vice-President, Human Resource Services

Re: Return to Onsite Work Beginning January 2022

Effective January 17, 2022, all services at the main campus and the education centers will resume onsite operational hours Monday – Thursday, 8:00 a.m. - 5:00 p.m. Friday is designated as a virtual office day. This does not mean that all employees return to 100% onsite work, only that your supervisor and Vice President are developing new work schedules to support these onsite operational hours. Due to this, all employees should be ready to return to onsite work by January 17, inclusive of full vaccination or have an approved exemption from the COVID-19 vaccination. All managers and directors are expected to report to onsite work Monday – Thursday.

January 3 – January 16 is defined as a transition period in preparation for the work schedule below. The transition period may include full-onsite work as determined by the appropriate supervisor and Vice President. All employees will be provided with their Return to Onsite Work schedule ***no later than 10 days*** prior to the change in work schedule.

Beginning January 17 all services and departments will be open onsite Monday-Thursday, 8:00 a.m. to 5:00 p.m. Some departments may have extended hours due to services provided and student need. Friday is designated as a virtual office day for those departments that can operate virtually with minimal impact on services to students.

Spring 2022 Return to Onsite Work Planning Timeline

Week of November 15:

Fall 2021 Department Return to Campus Safety plans will be redistributed by the EOC to department leaders/directors/VPs.

November 15 – December 6:

Department leaders/directors/VPs review and edit Department Return to Campus Safety Plan to reflect effective date of January 17 all services and departments open Monday-Thursday,

8:00 a.m. to 5:00 p.m., with some departments having extended hours due to services provided and student need, and Friday designated as a virtual office day.

Department leaders/directors/VPs review the Spring 2022 Department Return to Campus Safety Plan with all employees.

December 6 – December 17:

The EOC/Policy will review and approve all Spring 2022 Department Return to Campus Safety plans and notify department leaders/directors/VPs.

January 3 – January 16:

Department leaders/directors/VPs will send notification to impacted employees at least 10 working days prior to the date of returning to on-site work. The notice should include the following:

- Date and time to report back
- Site and workstation location
- In-person and remote work schedule

Department leaders/directors/VPs will ensure that all the equipment, supplies, safety notices, signage, etc. is ready for each workspace.

Department leaders/directors/VPs will remind employees of health and safety protocols, inclusive of vaccination mandate or approved medical or religious exemption, and facial covering daily health screening requirements.

Health and Safety Protocols

All students, employees and visitors to the main campus and education centers are required to:

- Present a pass from the Cleared4 platform to enter.
- Always wear a facial covering while indoors, unless alone in a closed-door office and fully vaccinated.
- All students and employees are required to have a complete COVID-19 vaccination or test weekly for COVID-19, if in receipt of a religious or medical exemption to be onsite.

Thank you for your continued work as we navigate the pandemic together. Please direct questions regarding scheduling to your immediate supervisor.

Best,

David Joseph Montoya III
Assistant Superintendent/Vice-President, Human Resources