



**eMEMO**

CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

**CAMPUS RETURN NOTIFICATION**

Email to staff – July 30, 2021

DATE: July 30, 2021  
TO: Citrus College Colleagues  
FROM: Robert Sammis, human resources director  
RE: Getting Ready to Return to Campus

As we get ready for our return to campus on Monday, August 2, a few points to keep in mind:

- Please make sure you download the Citrus College Mobile App, and each workday before your arrival on campus, complete the daily pre-screening. If you receive a red pass, you will be sent information on what you must do. If you believe you received a red pass in error, please contact me at ext. 8554 or Shauna Bigby, college nurse, at ext. 8671. Please note, once you receive a red pass, you cannot change the pass until a manager clears it.
- Use the mobile app to scan the QR code at the building that is your work location and at each additional building you may enter during the workday.
- Please have your mask with you. Please notify your immediate manager/supervisor if you need a mask, and one will be provided to you. If you request an N-95 mask, please note that it may take some time to get the mask to you and provide you with assistance in the proper fitting of the mask. In the meantime, please continue to wear a mask, and if you desire, a plastic face shield can be provided for additional protection.
- The ventilation system complies with all of the requirements, including maximizing airflow and upgrading filters.
- The college has, for some time, implemented additional cleaning protocols.
- The college is looking at areas where Plexiglas may be appropriate. As we move forward with the installation of Plexiglas, plastic face shields are available upon request.
- The college is continually monitoring COVID-19 information and is adhering to all requirements. For additional protection, the college will provide all employees access to a COVID-19 rapid test. Employees, regardless of vaccination status, may choose to be tested twice per week. There is no cost to employees. To receive a COVID-19 rapid test, employees will go to Integrated Urgent Care, located at 148 N. Grand Avenue, Glendora. Integrated Urgent Care is open from 7:00 a.m. to 8:00 p.m. It is anticipated that Integrated will begin offering the rapid tests to Citrus College employees on August 9. We will send more information with pertinent details to you soon.

Let's continue to work together as we transition back to campus.