TO: Mary Gallagher, President  
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director  
DATE: January 7, 2021  
RE: Planning Objectives Summary: January 7th Incident Command Center (ICC) meeting

The full ICC met on January 7, 2021. ICC Objectives were reiterated in the following order:

I. Health and Safety of LACC students, staff and faculty.
II. Instruction and Student Services Continuity
III. Business Continuity

Based on those directives, each ICC section was assigned the following tasks:

1. **LACC COVID-19 Cases/Exposure reports**
   a. None Reported

2. **Liaison Report:**
   a. College visits need to be limited and only as needed.
      i. Supervisors can approve visit, VP approval not needed.
      ii. Sheriff’s would like 48 hours’ notice.
   b. Make sure employees are following guidelines and actively enforce
      i. Employees will be and have been written up for insubordination.
   c. Case reporting form published
      i. Suggested to be posted on LACC website
   d. Return to work protocols clearance requested.
      i. Cannot require employees to come back if they have a positive test.
   e. Nursing programs have issues with students in clinical rotations.
      i. Meeting scheduled for further discussions.
   f. College break ins becoming more common, continue to monitor carefully.
   g. Valley becoming testing site, Mission is pending.
   h. Trade has added a question to ask if person coming to campus will need PPE.

3. **Safety Officer:**
   a. Check in and campus visits need to be tighter
      i. Please copy him when notifying the Sheriffs of approved visits.
   b. Please send contract tracing forms to him.
   c. Continue to follow protocols
      i. We continue to see reports of COVID infections with employees and students; stay vigilant and safe.
      ii. We will be writing up and have been writing up employees for insubordination.

4. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Set tone for new year and planning for re-engagement.
ii. Shared revised org chart shared
   1. Asked for members to be assigned to new re-engagement section in planning.

iii. Shared draft ESC recovery grid, it will be used by re-engagement section to begin planning.

b. Van de Kamp:
   i. None

  c. Operations:
     1. PPE
        a. PPE distributed weekly
           i. Employees know how to get more.
        b. Stock in Receiving
           i. N95 over 4K
           ii. KN95 about 50K
     2. Operations and trades continue to do their own check-ins.
     3. Planned power shutdown in AD from 8am to 9am in preparation for a planned larger shutdown on the 18th
        a. IT will be present to turn on any computer that need to be turned on.
           i. IT:
              1. none

  d. Planning Section:
   i. None

  e. Finance/Logistics:
   i. Reminder to submit covid expenses, please include the back up.

5. New Activities/Issues by section:
   a. Management Section:
      i. None
   a. Van de Kamp: None
   b. Operations:
      1. None
      i. IT:
         1. None
   b. Planning Section: None
   c. Finance/Logistics: None

6. Items from the Floor:
   a. None

7. Adjournment: 9:51am