TO: Mary Gallagher, President
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director
DATE: March 11, 2021
RE: Planning Objectives Summary: March 11th Incident Command Center (ICC) meeting

The full ICC met on March 11th, 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. **Liaison Report:**
   a. LA County COVID statistics update provided.
   b. New workgroup created to discuss entry/exit protocols as we begin re-engagement.
      i. LACC is looking at potentially 5 to 6 entrances; we anticipate staffing issues.
   c. Increased double masking conversations, but that will depend on county and state guidelines.
   d. Ed sector vaccinations moving forward at rapid pace, LACCD employees that are 65 plus were contacted to make sure they have access to vaccines.
   e. Chancellor send out guidance for graduation plans.
   f. Updated guidance on the extension of emergency family medical leave act and other COVID leaves in development.
   g. Wi-Fi report will be submitted today.

2. **Safety Officer:**
   a. None

3. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Ordering more Clorox 360 machines, intent is to have one per building.
      ii. Purchasing handheld options for department use.
         1. COVID expense and charge to HEERF
         2. MSDS to go with equipment when checked out.
   b. Van de Kamp:
      i. Continuing conversations about re-engagement with special populations.
      ii. PPE stocks levels are good, recently received 27K masks.
      iii. Ordered two additional Clorox 360 machines.
   c. Operations:
      1. PPE: 27k masks received
      2. Picked up 15 hand held cleaners.
         a. Will work with K. Harrington for distribution.
3. Computer Lab
   a. Faculty Staff Center does not have enough access points for Wi-Fi for bring your own device access.
      i. Need to discuss setting up tables in the perimeter of the lab area for this type of usage.
   b. Need to install plexiglass to check in counter.
      i. IT:
         1. Twenty PCs are set up in the temp computer lab.
   d. Planning Section:
      i. Re-engagement team
         1. Meeting regularly
         2. Need direction on what to focus on
            a. The trend looks to go to orange/yellow for Fall 2021.
               i. We will plan with this assumption.
      e. Finance/Logistics:
         i. Continue to submit covid related expenses.
4. New Activities/Issues by section:
   a. Management Section:
      i. Working on purchasing tents to offer more class activities outdoors during Fall.
         a. Van de Kamp: None
         b. Operations:
            1. None
               i. IT:
                  1. None
   b. Planning Section: None
   c. Finance/Logistics:
      i. Need to look what to charge to HEERF funds
5. Items from the Floor:
   a. Direct students who need support to Christina Espinosa Guzman.
6. Adjournment: 9:33am