TO: Mary Gallagher, President  
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director  
DATE: March 18, 2021  
RE: Planning Objectives Summary: March 18th Incident Command Center (ICC) meeting

The full ICC met on March 18th, 2021. ICC Objectives were reiterated in the following order:

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

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

1. **Liaison Report:**
   a. LA County COVID statistic update provided
   b. No return to work orders in place at this time, negotiations are in process
   c. Cannot require employees to be vaccinated
   d. ESC focusing on re-engagement and planning for reopening
   e. New protocols for vaccinated individuals who are exposed to COVID
   f. Bulletin board postings; emailed for guidance from ESC for additional postings
   g. Town Halls being held throughout the district
      i. LACC is holding a Budget and Facilities Town Hall on the 30th, it will include COVID related items.

2. **Safety Officer:**
   a. Re-entry and road map meeting with district
      i. Will share with college at town hall
   b. Bulletin board is up and will be putting up required documentation
   c. Tents
      i. Looking at various options to determine what will work best for our needs
   d. Handheld electrostatic sprayers in stock and can be checked out
   e. New workorder system is live, will send out information on how to access
      i. Use to order PPE

3. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. March 12th revised protocols from LACDPH shared and briefly reviewed updates
      ii. Shared covid19.ca.gov site and reviewed the Tier classifications and effects of vaccination rates on the tiers.
   b. Van de Kamp:
      i. No items
   c. Operations:
      1. None
i. IT:
   1. None

d. Planning Section:
i. Re-engagement team
   1. Developing plans for re-engagement grid
   2. Gathering information on questions and concerns so that they are addressed.
      a. Need to effectively deliver information so campus is informed

ii. Sit Stat to be re-activated.

e. Finance/Logistics:
i. Continue to submit covid related expenses.
   1. Expenses need to be identified, reviewing items going back to July 1st to determine what can be charged to CAREs funds by April 15th.

4. New Activities/Issues by section:
a. Management Section:
i. Post Spring Break plans for additional student access.
   1. EWD computer lab
      a. Need a sign-up process.
   2. Music Rooms
      a. Single use for easy daily sanitizing.
   3. Possibly Art studios
   4. High-tech labs: Cinema/TV, VAMA, etc.
   5. Dietetics Kitchen
   6. Kinesiology Testing

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 CARES/HERF funds

5. Items from the Floor:
a. Questions about students wearing masks: Student Code of conduct includes requirement to wear masks, that will stay in place until LACDPH lifts the protocols.

b. Locksmith: C. Shunn filling in, looking at borrowing the locksmith from a sister college.

6. Adjournment: 9:53am