

TO: Mary Gallagher, President

FROM: James Lancaster, VP Academic Affairs/ICC Incident Director

DATE: March 24, 2020

RE: Planning Objectives Summary: March 24th Incident Command Center (ICC) meeting

The full ICC met on March 24, 2020. 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. Management Section:

- a. Essential functions will remain open like Campus Security, Operations and others as described in the Chancellor's memo.
- b. The EOC org chart is being revised and updated to fit the needs of the COVID-19 response.
- c. Liaison Officer

i. Continues to meet via Zoom every morning with District EOC.

ii. COVID-19 reporting procedures

1. Report cases to Liaison, D. Yamanishi.
2. Obtain as many details from the Individual as possible; when do they believe they were exposed, when were they last present at the site?
3. Faculty and staff reporting protocols are in development.
4. There is a possible case at LACC but have been unable to reach the individual to obtain additional details.

iii. Developing districtwide messaging on campus should be accessed during this time.

a. Completed, however some Sherriff protocols conflict and therefore being reviewed.

iv. Student FAQ is being developed by District EOC for release in April. *Note: FAQ being developed at LACC for posting 3/24/20*

1. This includes a message regarding classes that cannot be transitioned to on-line format is in development.

a. These courses will be suspended until May 4th.

b. Clarification is needed, what course does this apply to and what about courses that can do a portion on-line?

v. Training required for ICC members: 5 hours (more info to come later)

1. No update

vi. Reporting campus Covid 19 related activities to track expenses, any issues, Covid19 illness to ICC District.

- vii. IT is working on resolving issues
 - 1. Chromebook for distribution to faculty
 - a. Procedure needs to be reported to District EOC
 - 2. VPN assessment and working to reconfigure access to SAP firewall, possibly ready on 3/25/2020
 - 3. IT helpdesk is now operational, email with details was sent out last night.
 - viii. Emergency custodial training on sanitation for pathogens is being sought.
 - ix. Workforce determined to be an essential function and may need to stay open.
 - x. What services will be provided to students starting March 30th?
 - 1. Reported none with possibility of some DSPS services.
 - xi. Communications in other languages requested
 - 1. Spanish is first language for translations, others to follow.
2. Operations Section:
- a. Operations/Facilities
 - i. ServePro providing training for custodians'
 - 1. scheduled on 3/25/20 in MPR, social distancing protocol will be observed.
 - 2. Refresher on the different of cleaning procedures
 - 3. Usage of Personal Protection Equipment
 - ii. Ongoing/daily cleaning and sanitizing classrooms and other facilities; some classrooms maybe sealed off/tagged.
 - 1. Sanitization is 45% complete
 - 2. Estimated date of completion is on target to complete at the end of next week as long as staffing levels continue.
 - 3. Any facilities that are reported as being accessed are being re-sanitized and re-sealed.
 - iii. Installing hand sanitizers where needed.
 - 1. New shipment received and being installed.
 - iv. COVID-19 Kits received, being distributed to custodians
 - 1. Kit contains: disinfecting wipes, buckets, masks, disinfectant gallon
 - v. Finalizing process for distributing items that come into receiving that need to get out to end user.
 - 1. Receiving, mailroom, sheriffs are open and are available options.
 - b. IT
 - i. Began using the District It help desk system
 - 1. Following district guidelines
 - 2. Adobe issues, waiting for district for districtwide solution.
 - 3. Laptop adaptors are not working, requesting shipment of new adaptors for trade in.
 - ii. Chromebooks received and being inventoried for distribution.
 - iii. Laptops for faculty and staff can be picked up at the sheriff's office, this will change if need increases significantly to adhere to social distancing guidelines.
 - iv. All laptop loans have been fulfilled, few additional are requests are anticipated
 - 1. Send any requests to A. Badalyan for tracking.
 - 2. Faculty need to be informed of what will be available/assigned to them.
 - v. Laptop repairs will be handled by exchange; software issues will be resolved remotely.

- vi. VPN users need to install software to move to the new authentication method and prevent issues.

3. Planning Section:

- a. Support web pages are continuing to be built out.
- b. Technology needs
 - i. Most needs have been met.
 - ii. Form being developed to be posted online for any additional technology needs.
- c. Provided student contact lists to counseling.
 - i. Students are being contacted.
 - 1. Some of the issues being brought up during the calls are
 - a. Financial Aid, Internet and Technology access, ESL students are concerned about understanding communications as they are sent in English only as well as needing additional support, many conversations about illnesses.
 - b. Difficulty in contacting faculty. At today's student town hall, we will share that faculty are on spring breaks and should expect communications to improve as classes resume.
 - 2. Status of areas from Academic Affairs are appreciated.
- d. Continuing to develop a form for staff to report remote working activities.

I. Logistics

- a. Administrative Services
 - i. All processes remain the same; this may change with DocuSign.
 - 1. A/P, Purchasing, and Personnel/Payroll staff is rotating.
 - 2. Scanned and email approvals are being accepted.
 - 3. Staff can be contacted via email.
 - ii. Sheriff's office currently designated pick up location for laptops, faculty and staff need to bring email communication for verification; process will be updated if needed.; no change
 - iii. Campus access procedures emailed by district.
 - iv. Developing pick up and distribution procedure for supply orders.
- b. Personnel/Payroll
 - i. Needs direction on whether they should be entering PCR's
 - 1. No update

II. Finance:

- a. Worksheet submittals due every Friday.