

TO: Mary Gallagher, President

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

DATE: March 26, 2020

RE: Planning Objectives Summary: March 26<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on March 26, 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.
  - i. Complete
- 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. Protocol is being refined as reporting will likely increase and
    3. Cleaning protocols with osha materials
    4. Obtain as many details from the Individual as possible; when do they believe they were exposed, when were they last present at the site?
    5. Faculty and staff reporting protocols are in development.
  - iii. More security for each campus, two more officers.
  - iv. What services will be provided to students starting March 30<sup>th</sup>?
    1. Reported none with possibility of some DSPS services.
    2. Any face to face services and what does that look like?
  - v. VPN assessment and working to reconfigure access to SAP firewall, possibly ready on 3/25/2020
    - a. 20 per campus mostly for supervisors
    - b. Traditional categories
    - c. Full access with remote desktop with encryption for researchers.
  - vi. Communications in other languages requested
    1. Translation of materials need to be requested from W. Boyer

2. Operations Section:

- a. Operations/Facilities

- i. ServePro providing training for custodians
    - 1. completed
  - ii. Ongoing/daily cleaning and sanitizing classrooms and other facilities; some classrooms maybe sealed off/tagged.
    - 1. Current focus on the Library due to suspected exposure to COVID-19.
    - 2. Sanitization is 50% complete
    - 3. Estimated date of completion is on target to complete at the end of next week as long as staffing levels continue.
    - 4. Any facilities that are reported as being accessed are being re-sanitized and re-sealed.
  - iii. 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. VPN users have been moved to new authentication method.
    - 1. District put out a new protocol on VPN protocol.
      - a. We only get 20 VPNs, we need to asses and re-assign.
        - 1. Changes to firewall will go into effect on 3/26/2020
          - a. Purchasing and budget transfer to remain behind the wall, mostly Admin services.
          - b. PCR and PCS in front of firewall.
    - 2. WebExtender in process and will resolve many VPN connections.
  - ii. SARS not available offsite
    - 1. Need to use Cranium Café.
  - iii. Technology
    - 1. Six laptops left, two new requests
      - a. Eight more in CTE/workforce
    - 2. Chromebook ready for distribution.
      - a. VPN will work on Chromebooks
      - b. Preferable to use these for staff.
    - 3. 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.
    - 4. Laptop repairs will be handled by exchange; software issues will be resolved remotely.
  - iv. IT Helpdesk
    - 1. IT cannot help with Canvas issues, continue to refer to DE.
    - 2. Getting calls to find faculty and staff
      - a. Refer to personnel

3. Planning Section:

- a. Support web pages are continuing to be built out.
- b. Shared SitStat Board with ICC.
  - i. Do not delete items, only mark them as complete.
  - ii. Please let us know if there is anything we need to add or include anything that needs to be shared and tracked by the ICC
- c. Receiving more requests form Technology, will coordinate with IT.
  - i. Form being developed to be posted online for any additional technology needs.

- d. Continuing to develop a form for staff to report remote working activities.
- I. Finance/Logistics
  - a. Cost worksheet submittals due every Friday, sending a reminder.
    - i. Requesting one person to be assigned and submit
    - ii. Questions? Please include and submit for them to make decision.
    - iii. Meeting with FEMA