

TO: Mary Gallagher, President

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

DATE: March 30, 2020

RE: Planning Objectives Summary: March 30th Incident Command Center (ICC) meeting

The full ICC met on March 30, 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. Directed all sections to review and bring the SitStat Board up to date.
 - i. Do not delete items, only mark them as complete.
 - ii. Coordinators need to go in and review on a regular basis.
- b. Liaison Officer Report
 - i. Messaging regarding reporting procedures of suspected or confirmed cases is in progress. Use email coronavirusinfo@laccd.edu
 - ii. Finalizing custodial online training
 - iii. Adjunct hiring pools to be sent to VPs
 - iv. Student laptop supply has exceeded demand, LACCD foundation is working on procuring more laptops.
 - v. Cranium café is in place, having some capacity issues that are being fixed.
 - vi. EOC Training information will be provided within next 24 hrs.
 - vii. PCR functions behind the firewall.

2. Operations Section:

- a. Operations/Facilities
 - i. 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.
 - a. May bring in external vendor to do extra cleaner
 2. Sanitization is 70% complete
 3. Estimated date of completion is on target to complete at the end of week as long as staffing levels continue.
 4. Any facilities that are reported as being accessed are being re-sanitized and re-sealed.
 - ii. Member of CPT construction team went home ill, wife and child exhibiting symptoms.
 1. Office and restrooms will be professional cleaned.

2. Notice did not go out because the individual did not expose anyone while on campus and not a confirmed case.

b. IT

i. Technology

1. Chromebooks

- a. Distribution to initial list complete.
 - i. awaiting 2nd distribution list.
- b. Some student workers will be issued one.
- c. 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.

2. Surface Pros from STEM program updated and ready.

3. Cameras ordered are on back order.

- a. Will be distributing the cameras that they have in stock.

4. Adobe is in process, to be access through office 365.

ii. IT Helpdesk

1. Canvas

- a. Forwarding canvas to questions to the canvas support email
- b. Make sure that all people have access.
- c. Student question also go there.

3. Planning Section:

- a. Support web pages continue to be updated.
- b. SitStat Board with ICC.
 - i. Needs to be updated regularly.
- c. Receiving more requests for Technology
 - i. Continue to coordinate with IT.
 - ii. President working to obtain more technology for our faculty.
- d. Working on developing student worker availability for outreach support.

I. Finance/Logistics

- a. Expense worksheet submittals due every Friday, will sending a reminder.
 - i. Please identify one person in each department.
- b. Student worker redirect.
 - i. Send to Armineh Dereghishian
- c. Messaging will be sent out regarding payment for last two weeks and reminder for hourly employees to submit hours moving forward in order to get paid.
- d. FEMA Meeting
 - i. Strong record keeping recommended.
- e. DocuSign continues to be in process.