

TO: Mary Gallagher, President

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

DATE: April 2, 2020

RE: Planning Objectives Summary: April 2<sup>nd</sup> Incident Command Center (ICC) meeting

The full ICC met on April 2, 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. Moving to Monday and Thursday meetings only.
- b. CARE Act money will come directly to college
  - i. Half needs to go to direct student support.
    1. Shared governance to determine how to do this.
- c. Liaison Officer Report
  - i. Courier service is being modified.
  - ii. Custodial guidelines in development.
  - iii. Virtual graduation planning committee initiated
  - iv. Chromebooks for students
    1. No more in person pick up; now being delivered via UPS
    2. Colleges can deliver remaining stock in person if they can do so safely.
  - v. IT support for LACC has been requested given LACC IT's current mandatory quarantine status.
  - vi. Cleaning protocols for areas that have been exposed to COVID-19 being developed.
    1. KMB cleaning contractor used at LATTC
  - vii. Zoom bombing an issue, keep any eye out for it.
  - viii. Communication structure being developed or reporting covi-19 expenses
  - ix. Training for EOC continues to be in development.
    1. District liaison to LACC is Jacqueline Bravo garciaj25@email.laccd.edu.

2. Operations:

- a. Operations/Facilities
  - i. Ongoing/daily cleaning and sanitizing classrooms and other facilities; some classrooms maybe sealed off/tagged.
    1. Sanitization of interior of buildings are 100% complete
    2. Now working on exterior areas.

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.

b. IT

- i. All IT currently working from home until further notice
  1. An IT member has tested positive for COVID-19
- ii. IT Helpdesk
  1. Full implementation of new Fresh Desk IT support system.
    - a. LACC employees can no longer use the SAP helpdesk or ITsupport@lacitycollege.edu, they will not be monitored.
  2. New phone number for IT Helpline, provided by District office. Announcement will be sent out once it is ready
  3. Student support requests regarding content or canvas access will be forwarded to?
- iii. Chromebooks
  1. All current request for technology have been fulfilled.
    - a. New request will wait until cleared to return to campus.
    - b. 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.

3. Planning Section:

- a. Support web pages continue to be updated.
- b. SitStat Board with ICC.
  - i. Needs to be updated regularly.
- c. Continuing to work on plan for student workers for support of outreach.

I. Finance/Logistics

- a. Expense worksheet submittals due every Friday, will sending a reminder.
  - i. Please identify one person in each department.
- b. Operations guidelines sent out
  - i. To be updated
  - ii. Will be posted in communications site regarding COVID-19.