

TO: Mary Gallagher, President

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

DATE: April 6, 2020

RE: Planning Objectives Summary: April 6<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on April 6, 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. EOC/ICC training information shared
- b. City has reached out to see if we can use out parking lot to the become a testing site.
- c. Liaison Officer Report
  - i. District is working to find more chromebooks for students.
    1. City would like to fund city technology applicants
    2. LACCD Foundation will reach out to President but want funds to go to them in order to provide a centralized service to students.
  - ii. Districtwide: 19 self-reported positive COVID-19 cases; students and employees.
  - iii. Parking permit refunds
    1. Continuing students will get extended parking permit extended for next term
    2. Graduating student will get a 50% refund.
  - iv. DocuSign in process
    1. Only those with signatory authority will obtain access
  - v. If any offers for donations need to go through the district EOC.
    1. District legal is developing a form to assist with the process.
  - vi. ICC certifications need to be completed and submitted.
- d. Gallagher: Assembly member rue has reached out, the city would like to possibly use parking Lot 1 for COVID-19 Testing.

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. Continue to work on exterior areas.
    3. Any facilities that are reported as being accessed are being re-sanitized and re-sealed.

- ii. Last Friday evening IT, South Foyer and Mailroom cleaned and sanitized thoroughly.
      - iii. Districtwide Facilities/Operations training and testing begins today.
    - b. IT
      - i. All IT currently working remotely
      - ii. Tech for student use
        - 1. 11 more laptops ready for pick up from district and will be reconfigured for OSS students
        - 2. Dental technology Technology being redied for student use.
      - iii. Chromebooks
        - 1. All current request for technology have been fulfilled.
          - a. New request fulfilled as approved as recieved.
          - b. Reeves to follow up on how long tech has been waiting to be picked up, report to be shared.
          - 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.
3. Planning Section:
  - a. SitStat Board with ICC.
    - i. Needs to be updated regularly.
  - b. Need to Request access to the computer scholarship applicant list of unfulfilled requests.
    - i. Andriassian to follow up with District Foundation.
  - c. Working on generating the remote work reports.
4. Finance/Logistics
  - a. Expense worksheet submittals due every Friday, will sending a reminder.
    - i. Working to identify one person in each division.
  - b. Revised Operations guide to be released regarding campus access and other items.