

TO: Mary Gallagher, President

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

DATE: June 15, 2020

RE: Planning Objectives Summary: June 15th Incident Command Center (ICC) meeting

The full ICC met on June 15, 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. Liaison Report:

a. Updates:

- i. Revisions to Stage 2 Plan requested, due Friday; implementation date is pending approval of exception request.
 1. Dates, times, and locations
 2. Parking for students, faculty and staff
 3. Ingres and egress to site and buildings
 4. Cleaning Schedules and level of cleaning
 5. Signage
 - a. Social distancing guidelines
 - b. PPE requirements
 - c. Directional
 6. Discourage gatherings by removing lounge spaces.
- ii. Cadets can return to site, effective 6/15/2020
- iii. Policy workgroup guidelines: additional to be released this week
- iv. HR: reviewing Physical Exam day, eye exam day, vacation cap, and restoration of sick leave.
- v. 1K Masks delivered to colleges.
- vi. PO for thermometers in place for fulfillment.
 1. Usage guidelines are in development.
- vii. Clorox 360 machines on back order; working with vendor to determine when we can receive.
- viii. Swapmeets not approved for return at this time.
- ix. Pick up/Drop off guidelines do not apply to Libraries.

b. New Items: None

2. Updates to ongoing Issues/Activities:

a. Management Section:

- i. Stage 2 recovery plan
 - 1. ESC requesting additional details.
 - 2. No finalized date for implementation, tentative date is July 6th
 - b. Van de Kamp:
 - i. Begun summer meal distribution.
 - ii. Coordinating with school facilities to allow High School faculty and staff not returning to clear their classrooms/work locations, will clean, sanitize and seal the spaces.
 - c. Operations:
 - i. Received 1000 masks from ESC.
 - ii. Will begin distributing the N95 previously received.
 - iii. Authorized to place order for one electrostatic sprayer with Cal Card.
 - 1. ESC will possibly provide one on 21st of June and the rest will come in August or September.
 - iv. Need guidance on employee access.
 - 1. Getting requests for AC and lights to buildings.
 - 2. Sheriffs should have a schedule and log of ingress and egress.
 - v. Rad. Tech now available for re-entry; no signs of forced entry.
 - 1. Sheriffs have been asked to modify their patrol procedures.
 - vi. IT:
 - 1. None
 - d. Planning Section: No updates
 - e. Finance/Logistics:
 - i. Questions about pooled position OT
 - 1. No problem submitting in aggregate
3. New Activities/Issues by section:
 - a. Management Section: None
 - b. Van de Kamp: None
 - c. Operations:
 - i. Switchgear replacement affects Herb Albert Music Center, EWD, DaVinci Hall.
 - 1. Starts June 22nd, will take 3 days.
 - 2. Will affect VPN users
 - a. IT will coordinate with Facilities and end users.
 - ii. IT: questions about the technology planned to be used upon the return to site for 15 sections; does a computer lab need to be checked.
 - 1. Only in Dental Tech, Department Chair will coordinate with IT.
 - d. Planning Section: None
 - e. Finance/Logistics: guidance was received from ESC was forwarded to affected constituents.
4. Items from the Floor:
 - a. None
5. Adjournment: 9:32am

JL:mr