TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: June 29, 2020
RE: Planning Objectives Summary: June 29th Incident Command Center (ICC) meeting

The full ICC met on June 29, 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. LACC COVID-19 Cases/Exposure reports
   a. Continuing to monitor one employee and family that tested positive in Student Services.
   b. One classified in Student Services getting tested for COVID-19 due to possible exposure.
   c. One possible exposure in Academic Affairs, family member tested positive.
      i. Recommended to test again in a few days.

2. Liaison Report:
   a. Hard to convert course policies will be posted next week.
   b. New tentative date is being considered.
      i. Need to resubmit Stage 2 plan with requested updates by COB 6/30/2020
         1. Check in process, no more than 2 points of entry
            a. Check-in safety advisory out tomorrow.
            b. Cadets to be assigned for check ins
            c. Includes self-report screening questionnaire process.
            d. We currently have 3 entrances
               i. Need to check to see if Santa Monica/Vermont Station is closed.
         2. Signage must be clear
            a. Include the PPE requirements, only provided the 1st day, may be included that failure to comply may result in student discipline.
            b. Use Limited accessibility, not campus closed.
         3. Must include notice that the campus met and reviewed the plan with the Sherriff lead and they understand what is expected of them.
            c. Local 99
               i. New rotation schedule, starting July 13th and effective until classes return to campus.
                  1. Must be on campus 25%, 75% remote doing trainings.
                     a. 4 groups: Mon 1A, Tuesday 2A, Wed 2A, Thur 2B
ii. Does not include the trades.

d. Chromebooks
   i. Meeting happening today, only for students for college promise
   ii. College will need to plan for non-college promise students.

e. CDC policy concerns
   i. What is the faculty doing?
   ii. What will food distribution look like?
   iii. Student observation for CD students, currently not possible to do virtual for transfer credit.

f. Summer Camps
   i. Possible but very restricted.

g. New case messaging to campus needs to come in coordination with EOC.

h. In cadets are needed let EOC know; they are considering doing something districtwide.

3. Updates to ongoing Issues/Activities:
   a. Management Section:
      i. Will work on version of Stage 2 plan.

   b. Van de Kamp:
      i. Meeting with School and Telecom to work on ongoing policies.
      ii. Continue to monitor clearing of classes by H.S. Teachers not returning to site in fall.

   c. Operations:
      i. Signage is being worked on; will put on hold until language is provided by ESC.
         1. Masks received from district are of poor quality, straps are breaking off easily.
      ii. Electrostatic sprayer
         1. Not received yet from ESC.
         2. May substitute
      iii. Gardeners have expressed concerns about losing the grounds and losing money in the long run with new schedule.

   ii. IT: None

d. Planning Section:
   i. None

e. Finance/Logistics:
   i. None

4. New Activities/Issues by section:
   a. Management Section: None
   b. Van de Kamp: None
   c. Operations: None
      i. IT: None
   d. Planning Section: None
   e. Finance/Logistics: None

5. Items from the Floor:
   a. None

6. Adjournment: 9:38am

JL:mr