TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: July 2, 2020
RE: Planning Objectives Summary: July 2nd Incident Command Center (ICC) meeting

The full ICC met on July 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. LACC COVID-19 Cases/Exposure reports
   a. No new cases
2. Liaison Report:
   a. ESC requested timeline for implementation of stage 2 plan.
      i. LACC reported one week at minimum.
   b. COVID-19 Cases Districtwide
      i. Confirmed: 90; Suspected: 30; Exposures: 56
   c. Hard to convert course policies completed, to be released next week.
      i. Will clarify if this is for the fall.
   d. Stage 2 recovery plans for spring classes, will let us know if more information is needed.
   e. Safety advisory to be sent out to all later today.
   f. Districtwide inquiry on weather Nursing students can screening on campus as part of clinical hours.
      i. City nursing students have completed all their hours; perhaps the new fall student cohort.
   g. Pre-Screening questionnaire in development, online version and physical.
   h. Signage committee created for consistent messaging.
      i. Possibly next week.
   i. LACC Build – processes and policies in development for this group due to majority of infections here.
   j. Safety Officer duties draft will be available soon.
   k. Local 99 questions; when classes are on campus, then MOU is not in effect.
      i. Stage 2 recovery plan needs go into effect.
      ii. 25/75 is a 4/10 schedule; will be revisited every 2 weeks and revised as needed.
      iii. ESC is managing the training schedule.
   l. Chromebooks: working on procedures for distribution and determined needs for non-promise students.
i. Bookstore is shipping and doing pick up by requested.
m. Software survey: is there a deadline for submittal and a go no go as college needs to plan.
i. No but they are working hard to fulfill our needs.

3. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Stage 2 version 1.3 submitted on time.
         1. Requested 3rd entry for possible redline station opening
   b. Van de Kamp:
      i. HS regarding return to campus plans.
         1. Meetings ongoing
         2. Will share finalized plans with EOC.
      ii. Reporting to R. Cornner; facilities with Ruben Smith and Valencia Moffet
   c. Operations:
      i. Clarifications about new schedule; trades and gardeners schedule unclear.
         1. Concerns about the physical appearance if we go to the new schedule.
      ii. Working with City Sanitation regarding Lot 1; due to the number of tents it has been classified as homeless encampment and therefore taking longer to resolve.
   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: 9:35am

JL:mr