

TO: Mary Gallagher, President

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

DATE: July 6, 2020

RE: Planning Objectives Summary: July 6th Incident Command Center (ICC) meeting

The full ICC met on July 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. LACC COVID-19 Cases/Exposure reports
 - a. Student reported COVID-19 to Faculty, inquiry about EW
 - i. EWs are not automatic but are available; student needs to initiate a request.
 - b. Student exposures report to Mary for tracking purposes, she will report to EOC.
2. Liaison Report:
 - a. Hard to convert policies forthcoming
 - b. Self-report questionnaire nearing completion.
 - c. Enhanced PPE; working on face shields and face coverings with logos.
 - d. Student workers, effective 7/1 report actual time worked
 - i. Payroll to send out reminder to college.
 - e. FEMA Certs: LACC provided access to files.
 - f. Health Safety Officer duties coming soon.
 - i. This would include contract tracing within the college.
3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. ICC training: a few still need to complete.
 - ii. Tech Distribution continues to both Faculty and Students as needed.
 - iii. CARES Act: 1st round almost complete; beginning 2nd round
 - iv. Stage 2 recovery plan; version 3 submitted on 6/26.
 - v. Emergency Communications ongoing discussion
 - b. Van de Kamp:
 - i. Lunch Program ongoing
 - ii. H.S. Faculty cleaning out classrooms.
 - iii. Telecom individuals come in to pick up work, none share offices.
 - c. Operations:
 - i. Hand sanitizing stations; fixtures in place, adding pedestals.
 - ii. Local 99 schedule received, under review for approval.

1. Continue to need clarification on gardening/groundskeeping.
 - iii. Signage continues to be on hold.
 - ii. IT:
 1. Monitors ready for distribution; forms need to be finalized.
 - 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: 9:28am

JL:mr