

TO: Mary Gallagher, President

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

DATE: July 27 2020

RE: Planning Objectives Summary: July 27<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on July 27, 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. One Trades person self isolating due to exposure and one local 99 person with possible case seeking testing.
2. Liaison Report:
  - a. Have we received the PPE from southwest? Is the truck big enough?
    - i. Not yet.
    - ii. Missing the cloth face coverings.
  - b. Sinage order included order form for additional signs and A-Frames is needed.
  - c. Check in protocols apply to every campus
    - i. Make sure to supply rosters to the sherrifs in advance
  - d. New CDC guidelines being reviewed to update LACCD protocols.
  - e. Stage 3 plans only for essential infrastructure courses.
  - f. Lab equipment for the fall, possible plans for lending to students.
  - g. Protocols for faculty usage of facilities: returning for campus for material pick up or course prep work.
  - h. Local 99, trades and supervisors review of remote training that is being provided.
  - i. All MOUs in review for possible updates.
  - j. Coaches stipends - policy guidelines in development
  - k. Discussion continues on Nursing students doing check in during the Fall.
  - l. Safety officer: training to happen on a weekly basis
3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. Stage 2 plan has begun implementation.
      1. Did walk through of processes.
        - a. Health screening, when does it need to be completed?
          - i. Will check with Sheriffs
      2. Administrators question about room usage.

- a. Requested a review for safety protocols.
    - 3. Need to get clarification on approvals for spring course completions
  - ii. Stage 3 plan, submitted
    - 1. Meetings to be held for revisions and to finalize the plans.
  - b. Van de Kamp:
    - i. None
  - c. Operations:
    - 1. Stage 2 plans being implemented.
    - 2. Doing regular maintenance campus wide.
      - a. Flushing toilets, running faucets, etc.
    - 3. Regular disinfecting of high usage areas including bathrooms.
      - a. Using bathroom logs
    - 4. Safety officer training begun and continues weekly
  - ii. IT:
    - 1. Management requested update on student technology access
    - 2. Continue to work on computer programming for VPN
      - a. Will develop a plan to coordinate with dept. to complete project.
  - d. Planning Section:
    - i. None
  - e. Finance/Logistics:
    - i. Need to improve communications with students, they were not aware of the on-line check in process.
    - ii. FMLA – relying on a summary report form district
    - iii. Technology Loaner program for students
      - 1. Will be a “rent to own”
      - 2. Messaging to students in progress
      - 3. Can be added to their student account; some may be able to get with a scholarship.
4. New Activities/Issues by section:
  - a. Management Section:
    - i. None
  - b. Van de Kamp: None
  - c. Operations:
    - i. Clarification on Stage 2 Kinesiology custodial needs.
    - i. IT: None
  - d. Planning Section: None
  - e. Finance/Logistics: None
5. Items from the Floor:
  - a. None
6. Adjournment: 9: 54am