

TO: Mary Gallagher, President

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

DATE: July 30 2020

RE: Planning Objectives Summary: July 30th Incident Command Center (ICC) meeting

The full ICC met on July 30, 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. None Reported
2. Liaison Report:
 - a. COVID-19 county metrics are not good and we are not going to be moving forward
 - i. HTC for spring 2020
 1. Continue and complete as quickly as possible.
 2. Be diligent with protocols.
 - ii. HTC fall will continue as planned
 1. May change with state guidelines.
 - b. Institutions of Higher Education (IHE) plan in draft form waiting for state guidance.
 - i. All K-12 will remain online.
 - ii. IHE only offer courses that meet essential infrastructure.
 - iii. Compliance: is critical - face mask, social distancing and hand washing
 - iv. Containment: through testing, contact tracing and quarantine
 - v. Collaboration: report whenever there is a cluster
 1. Breakdown:
 - a. Indoors: 50% of max occ. Or 50 people max
 - b. Outdoors: 50% of max occ. or 100 people, whichever is less
 - vi. Order PPE as soon as possible
 - c. Local 99
 - i. Conversations are continuing on schedules, would like to have similar schedules to coordinate training.
 - d. Draft for EMT programs; not applicable to LACC
 - e. Hand sanitizers may arrive today.
 - f. Cloth face coverings order in process.
 - g. PPE from southwest must be picked up COB Friday
 - i. Have begun pick up runs

- h. Guidelines for working from home for AFT1521A
 - i. Classified staff may need to be reassigned, due to workloads
 - j. Signage
 - i. Possible wall mountings for permanent signs
 - ii. Offering A-Frames
3. Updates to ongoing Issues/Activities:
- a. Management Section:
 - i. Stage 2
 - 1. DT half way through completion
 - 2. Kin only 2 sections; start on 8/8
 - a. Will hold sections outdoors.
 - ii. Stage 3
 - 1. Meetings were held to refine plans.
 - 2. Amended version was submitted.
 - 3. Not too many sections in: Dental Tech, Nursing and Rad Tech.
 - b. Van de Kamp:
 - i. Submitted EOC ticket regarding HS faculty teaching from the classroom.
 - ii. Submitted EOC ticket to requested for clarification on how to move forward with Check In.
 - c. Operations:
 - 1. PPE Southwest pick up in progress, have made several trips.
 - a. 2 trips per day; need to pick up 9 more pallets
 - 2. Presentation from Inspectra Therma Solutions, 11am
 - a. Scans body temperature via existing cameras.
 - ii. IT:
 - 1. VPN computer configurations about 45 % complete
 - 2. Fall 2020 remote access to software meeting scheduled
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Reviewing Operational Guidelines for updates.
 - ii. 2020 Budget closed in the positive.
 - iii. Reminder to submit COVID-19 expenses
 - 1. It will be a good practice to begin visibly identify COVID expenses.
4. New Activities/Issues by section:
- a. Management Section:
 - i. Promise student Tech distribution; about 800 allotted to LACC.
 - 1. D. Yamanishi leading project.
 - 2. Currently accepting applications, have about 400 and more are expected.
 - 3. Looking at starting week of Aug. 10th
 - 4. Will need volunteers for distribution
 - ii. Modifying ICC to add each constituent liaisons
 - 1. 1521A (V. Tylecek); Academic Senate (M. Kalustian); 1521(N. Lorentz)
 - b. Van de Kamp: None
 - c. Operations:
 - i. None
 - i. IT: None

- d. Planning Section: None
- a. Finance/Logistics:
 - i. R. Garcia requested meeting for clarification on what is a COVID-19 expense.
 - 1. Will work on developing guidance.
- 5. Items from the Floor:
 - a. None
- 6. Adjournment: 9:52am

JL:mr