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