

TO: Mary Gallagher, President

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

DATE: August 3, 2020

RE: Planning Objectives Summary: August 3<sup>rd</sup> Incident Command Center (ICC) meeting

The full ICC met on August 3, 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. Guidance memo for EMT due soon; not applicable to LACC
  - b. Stage 3 plan review is complete.
    - i. It's okay to have non-essential classes but cannot publish in schedule.
  - c. PPE
    - i. Cloth order going out today
    - ii. Hand sanitizers arriving today at Southwest
  - d. Campus access
    - i. Guidance for faculty during the fall
    - ii. Guidance for supervisors on checking in with Staff
  - e. Disaster service workers in discussion.
  - f. FEMA certificates
    - i. Status update requested.
  - g. ICC reports to EOC
    - i. Three bullet points max on ICC activities due every Thursday
    - ii. Report on plans for distribution process for stage 3 plans.
  - h. Athletics guidance continues to be in development
  - i. Cranium café issues are being addressed.
3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. Stage 2
      1. Revisions made to adjust for proper implementation.
      2. Kinesiology Health courses begin this week.
      3. Dental Tech continues to meet.
      4. Kinesiology major students coming on-site to pick up a kit.
      5. Other Kin classes may need to be changed to EW but exploring other options.

- 6. LACCD would like to do follow up with students who are denied entry to the campus. Names will be collected for reports, notification will go to faculty.
- 7. Stage 2 activities are estimated to be completed on the 13th
- ii. Stage 3
  - 1. Fine tuned plans.
- iii. Software
  - 1. NESC is working on the details; no dates are to when software will be available to students and if training will be provided.
  - 2. Locally we need to purchase any requests that didn't have 100 or more seats. We are working to determine what is actually needed.
- iv. Promise student Tech distribution.
  - 1. Meeting to discuss scheduled tomorrow.
  - 2. Will need volunteers to help.
- b. Van de Kamp:
  - i. No-contact high school supply distribution starts on Friday and goes on until Wednesday.
- c. Operations:
  - 1. None
  - i. IT:
    - 1. VPN computer configurations about 75 % complete
- d. Planning Section:
  - i. None
- e. Finance/Logistics:
  - i. None
- 4. New Activities/Issues by section:
  - a. Management Section:
    - i. Work from home supply pick up for faculty, staff and administrators.
      - 1. Monday, Wednesday, and Friday
      - 2. Non-tech supplies
      - 3. Will need volunteers
      - 4. Part of convocation activities.
  - b. Van de Kamp: None
  - c. Operations:
    - i. None
    - i. IT: None
  - d. Planning Section: None
  - e. Finance/Logistics: None
- 5. Items from the Floor:
  - a. Cranium Café
    - i. Migrated to a single sign on, this created issues.
    - ii. Student notification in process, perhaps a place to put information being received from ESC.
      - 1. Submit a ticket or email Shaena/Mike to post on web.
    - iii. Keeping the welcome center informed as well.
- 6. Adjournment: 9:31am