

TO: Mary Gallagher, President

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

DATE: August 6, 2020

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

The full ICC met on August 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. None Reported
2. Liaison Report:
 - a. Face shields
 - i. Approved for the cadets not for sheriffs and stage 2 implementation.
 - ii. Email clarification to be sent out later today by District.
 - b. Timeline for facilities response, being looked at today
 - c. Clinical site PPE
 - i. Need protocols from sites to determine PPE needs
 - d. ICC Activity Report due today
 - e. Local 99
 - i. What schedule do they return to?
 1. Still in discussion
 - ii. Maintain current schedules until we have more direction.
 - iii. They are needed for Stage 3 implementation
 - iv. Employees do not like the constant changes to the schedule.
 - f. Report of stage 3 courses; are they on the schedule?
 - i. LACC has courses on the schedule
 - ii. Send report to EOC, D. Jack and L. Mazariegos
 - g. FEMA Certificates due Monday; LACC has provided access to files.
 - h. Plexi-glass shields
 - i. Paid by college but ordered by district.
 - ii. LACC has not requested but have created a standard.
 - i. N95 mask not available for purchase to colleges and universities; looking at KN95 as alternative for classroom use in Stage 3 plans.
 - i. Custodians use N95 masks for Level 1 and Level 2 cleaning.
 - j. Guidelines in development
 - i. Supervisors

- ii. Athletics
 - 3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. DT wrapping up; they used a competency model.
 - 1. One more class on Friday
 - ii. Kin. starting on Saturday at 9am
 - b. Van de Kamp:
 - i. None
 - c. Operations:
 - 1. Custodial schedules being revised to fit needs
 - 2. Hand sanitizers picked up, 321 cases.
 - 3. All PPE picked up from Southwest.
 - 4. Safety officer training ongoing.
 - a. Would like more content rather than updates
 - 5. Chromebook distribution for Promise students logistic meeting held.
 - a. Using Lot 3 and AD breezeway
 - b. Working on signs, fans, set up and staffing
 - 6. Clorox 360 machines
 - a. Received all 3, now have a total of 4
 - b. Will return loaner to Pierce.
 - c. If we come to a full return, we will need 7 more units.
 - 7. Working on HVAC various issues.
 - i. IT:
 - 1. VPN computer configurations about 90 % complete
 - 2. District request a cleanup of VPN users; need direction.
 - a. Have about 10 that have not authenticating
 - i. List to be sent to VP Reeves and by divisions.
 - 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.
 - 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. Plexiglass conversations for protocols.
 - i. Being discussed by Facilities Directors meetings.
 - ii. Currently by request only and on case by case basis.
 - b. Students need IDs for clinicals
6. Adjournment: 9:40am