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 an 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
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
      ii. 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

JL:mr