

TO: Mary Gallagher, President

FROM: Alen Andriassian, Dean of Academic Affairs/ICC Assistant Incident Director

DATE: August 13, 2020

RE: Planning Objectives Summary: August 13th Incident Command Center (ICC) meeting

The full ICC met on August 13, 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. Memo to be sent by District for the establishment of a COVID Task force, a requirement to reopen IHE per county.
 - i. We will need to establish
 - b. Guidelines for IHE previously sent need to be reviewed and adjust Stage 3 plans accordingly.
 - c. Voting Centers
 - i. Centers sanitized by county
 - ii. Local 99 will work on common places
 - d. N95 mask order is coming in to create a stock pile for expected 2nd wave.
 - e. EMT memo in development; not applicable to LACC
 - f. Mask logo to be delivered on 20 or 21st.
 - g. Faculty guidance on accessing campus facilities
 - i. Need to discuss as a college as it will likely be on the college to make the determination.
 - h. Survey to be administered by Supervisors to Staff guidance still in development.
 - i. Athletics guidance in final stages
 - j. CDC not authorized to open in Fall.
 - i. VP over the Area needs to check with directors regarding grant funded employees
 - k. Student equipment loan program guidance to be released
 - i. We will need to determine how to do this as a college, needs to be developed.
 - l. Draft for policies for recording classes and meetings, in review, developed by Academic Senate.
 - m. Plexiglass order, ESC waiting on quotes.
 - n. Non-Promise student technology has run into delivery issues for Chromebook.
 - i. Need to discuss in Sr. Staff.

- ii. Possibility of Surface Go's instead of Chromebooks.
 - o. Nursing student's clinical rotation issues are mostly resolved.
 - p. No update on return of Swap meet request.
- 3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Student IDs for Nursing: working on a solution with IT
 - 1. Looking at having them submit items remotely
 - 2. Need to follow verification processes
 - 3. Proposing Chair validation
 - b. Van de Kamp:
 - i. None
 - c. Operations:
 - 1. Continuing distributions of PPE
 - 2. Continuing daily sanitizing procedures of tools and common areas
 - i. IT:
 - 1. VPN computer reconfiguration is complete
 - 2. Email for faculty and staff for IT update requests sent; response is good.
 - a. IT cannot service personal computers.
 - 3. Continuing to work on Student Technology Access.
 - 4. No VPN access approval for student workers
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Reminder to submit items for COVID report.
 - ii. Operating guidance updating is in process.
 - 1. Will send a draft to ICC.
- 4. New Activities/Issues by section:
 - a. Management Section:
 - i. Chromebooks
 - 1. Walk up distribution today.
 - 2. Issue with a student on Wednesday
 - a. Requested extra Sherriff support
 - b. HEAT team is making an assessment
 - b. Van de Kamp: None
 - c. Operations:
 - 1. None
 - i. IT:
 - 1. None
 - d. Planning Section:
 - i. Please review Sit Stat report and let us know if anything needs to be updated.
 - ii. To review newly released State and County IHE guidelines on Reopening.
 - e. Finance/Logistics: None
- 5. Items from the Floor:
 - a. Computer updates for desktops: restart them but do not shutdown.
- 6. Adjournment: 9:42am