TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: September 3, 2020
RE: Planning Objectives Summary: September 3rd Incident Command Center (ICC) meeting

The full ICC met on September 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. EOC will send reminders for items we were encouraged to do on the IHE plans.
   b. Remote environment survey; will be anonymous; to be sent out on Friday.
   c. Swap-meet still pending
   d. Plexi glass order in process
   e. QR codes for protocols in process
   f. Clarification on check-in protocols
   g. Nursing students check in process questions re-sent; LACC has nothing to add.
   h. Equipment loans for faculty and staff, follow process already in place
      i. Accommodations need to be made as determined by processes already in place.
   i. Technology access for students, continue to be in discussion.
   j. Census event approved for site usage this Saturday.

3. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Submitted the IHE report to LADPH, will be published to public.
      ii. Slight modifications to stage 3 as we begin implementation.
      1. Start next week with on-site meetings in Allied Health.
      iii. ICC org chart changes to be shared next week.
   b. Van de Kamp: None
   c. Operations:
      1. Nursing requested masks, requested total of 15k masks.
         a. Delivered partial (2K: one case); will replenish as needed
         b. Not N95 masks
      2. Working on return plans for employees who had previously tested positive for COVID-19
      3. Employee spotted on site during odd hours.
a. Only approving site visits during normal office hours
b. Making exceptions on a case by case basis.

   i. IT:
      1. Receiving a lot of log on issues from student and faculty

d. Planning Section:
   i. Campus access protocols submitted for Sr. Staff review.

e. Finance/Logistics:
   i. Commended college on the start of the new semester.
   ii. Reminder to submit COVID-19 expenses.

4. New Activities/Issues by section:
   a. Management Section: None
   a. Van de Kamp:
      i. D. Taylor will alternate with A. Mullen
   b. Operations:
      1. None
 i. IT:
      1. None
   b. Planning Section: None
   c. Finance/Logistics: None

5. Items from the Floor:
   a. Surface Go update: review shows that they will not work as planned, looking at other options.
   b. Nursing ID cards, have been delivered to Sheriffs for distribution.

6. Adjournment: 9:30am

JL:mr