TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: October 1, 2020
RE: Planning Objectives Summary: October 1st Incident Command Center (ICC) meeting

The full ICC met on October 1, 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. Conversations on reopening of district and colleges have begun and in very early stage.
      i. Includes discussion on hard to convert courses not linked to essential services.
   b. Discussions regarding guidance for Nursing students who have exposure to COVID-19 patients during rotations and their participation in on-site courses.
   c. Drive though Flu vaccine programs, in discussion more details are needed.
   d. Inquiry regarding Field trips: submit a plan to your Dean and VP, make sure it complies with E-20 regulations.
   e. Requested update on computer deliveries and what will LACC will get.
   f. Voting centers
      i. What is the check in process for voters?
      ii. Will there be screenings and who will do?
      iii. College will be maintaining the bathrooms, providing hand sanitizing stations, keeping doors open
      iv. College will not be touching the voting machines
      v. Need to know who has the ultimate authority on safety issues
      vi. Do we need to keep staff away from the building?
         1. We can plan to make this happen.
         2. Bookstore will discuss limiting staff, using alternate entries and modify their pick-up process.
         3. Foundation will be notified of the limited access to the building during this period.

3. **Safety Officer:**
   a. Reminder that Campus Access forms are needed in advance, 5 days, especially if there are special needs.
      i. We will post it on website for accessibility.
4. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. none
   b. Van de Kamp: None
   c. Operations:
      1. Computers: will be receiving 600 today, no details on which ones; previously received 100 from District Foundation.
      2. Local 99 preliminary schedule; ready for implementation once MOU is ratified.
      3. Custodial staff working diligently on sanitizing and cleaning classrooms, bathrooms and areas being used as needed based on plans and access forms.
         i. IT:
         1. Received the 20 Dental Technology laptops on 9/30; will complete within the next week or two, waiting on approvals for final configuration.
   d. Planning Section:
      i. Sit Stat board is up to date.
   e. Finance/Logistics:
      i. Continue to submit COVID-19 expenses.
5. **New Activities/Issues by section:**
   a. Management Section: None
   a. Van de Kamp: None
   b. Operations:
      1. None
         i. IT:
         1. None
   b. Planning Section: None
   c. Finance/Logistics: None
6. **Items from the Floor:**
   a. Non-credit students have book distribution scheduled during the November election period, most students will come via pedestrian route.
      i. No need to postpone but need to look at a different access point to prevent comingling.
7. **Adjournment: 9:30am**

JL:mr