TO: Mary Gallagher, President

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

DATE: October 8, 2020

RE: Planning Objectives Summary: October 8th Incident Command Center (ICC) meeting

The full ICC met on October 8, 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. Voting: county is paying for extra custodial but not sure about extra security.
      i. Meeting invite sent out for meeting on 10/9.
      ii. Public messaging in development.
   b. Equipment guidance is complete and will be release soon.
      i. Two forms one for technology and one for office equipment.
      1. Approvals from Deans and VP’s needed
      ii. Does not cover lab or classroom equipment but may be allowed via specialized request.
      iii. Specialized requests will be determined by president
      iv. District is not responsible for transportation.
   c. District will look into Sherriff’s OT request on Fridays.
   d. Surface Go’s received (600, including keyboards); we are waiting for Chromebooks requested 1800, they are expected at the end of October.

3. Safety Officer:
   a. Voting Center:
      i. Ballot drop box is in place on location near lot 4 entrance; people will need to enter campus. They will be collecting every 72 hours and then every 24 hours.
      ii. It is unclear as to who is providing screening or if there will be any.
      iii. Safety protocols will be discussed at the meeting on 10/9 as we do not want to turn anyone away from their constitutional rights.
      iv. Signage is pending, not sure who will provide.
      v. Shared draft plans to open the campus with limited pedestrian access for only what is needed for the voting center.
         1. Using lot 3 for parking, it is ADA accessible.
         2. Campus communications pending.
vi. On campus from 22\textsuperscript{nd} of October. Will make sure our procedures are being followed.


c. EOPS backpack kit distribution approved to start on Friday the 16\textsuperscript{th}; will work around the voting center, OT for safety is an issue to be discussed.

d. Extra signage for COVID-19 has arrived.

4. Updates to ongoing Issues/Activities:
   a. Management Section:
   i. None

b. Van de Kamp: None

c. Operations:
   1. Repairs on 8in PVC chilled water line in progress, will be complete within a couple of days.
   2. AD soil drilling in progress, extensive walk was completed to prevent ruptures.

   i. IT:
   1. None

d. Planning Section:
   i. None

e. Finance/Logistics:
   i. Reminder to submit covid 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.

7. Adjournment: 9:32am

JL:mr