TO: Mary Gallagher, President

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

DATE: December 10, 2020

RE: Planning Objectives Summary: December 10th Incident Command Center (ICC) meeting

The full ICC met on December 10, 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. LACCD working to finalize ICC/EOC roles and responsibilities, received input from colleges.
   c. Athletics policy statement in final stages, document to demonstrate the districts strong commitment to athletics.
   d. EOC looking at winter face to face classes to make sure everything is in line with protocols.
   e. Recovery grid continues to be in development.
   f. Working with the colleges offering wi-fi access for students in parking lots.
   g. Continue to submit any filming requests.

3. **Safety Officer:**
   a. Email sent regarding campus access, procedures and PPE.
      i. Reminder to stay home if you do not need to go to campus.
   b. Seeing increased reports of possible exposures, exposures and positive tests.
      i. Reminder to be safe, take precautions and follow protocols.
   c. Requested promotion of the LACC safety app in the next communication.

4. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Worked on the OSHA checklist and will send to the EOC next Tuesday; final document will be shared next week.
   b. Van de Kamp:
      i. No report
   c. Operations:
      1. Continue to work on list of supplies needed for wi-fi install in parking garage.
2. Received a report from bookstore regarding issues in loading dock with homeless.
   
   i. IT:
      
      1. Extensions Pharmacy Tech. testing was successful.
      2. District has requested to collect inventory from all employees.

   d. Planning Section:
      
      i. None

   e. Finance/Logistics:
      
      i. Reminder to submit covid expenses, please include the back up.
         
         1. 1st report to FEMA due Monday.

5. New Activities/Issues by section:
   
   a. Management Section: Only one winter class meeting on-site in week 4 and 5.
   
   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. None

7. Adjournment: 9:27am