TO: Mary Gallagher, President
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director
DATE: December 17, 2020
RE: Planning Objectives Summary: December 17th Incident Command Center (ICC) meeting

The full ICC met on December 17, 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. Local contract tracing form reviewed and approved for immediate use.
   b. FEMA certificates need to be completed by 12/18
   c. Sherriff’s contract will continue temporarily
   d. Continue to follow covid guidelines and report all cases.
      i. Use the contract tracing form.
   e. Delineation of duties is being finalized.
   f. Athletics guidance was released.
   g. Received updates on winter classes

3. Safety Officer:
   a. Reminder to follow all protocols and stay safe.
   b. One previously reported case of employee with COVID-19 has had tragedy in her family and has family in the hospital.
   c. One Sherriff tested positive, need to make sure they report to both the EOC and ICC

4. Updates to ongoing Issues/Activities:
   a. Management Section:
      i. FEMA site is down and preventing people to complete.
      ii. Is there only one check-in points?
         1. We should have two, once at breezeway and at parking structure.
            a. Currently only the breezeway is active, parking structure needs to be reinstated.
         2. Facilities has two of their own.
   b. Van de Kamp:
      i. None
   c. Operations:
1. Continue to do PPE distribution to employees on Mondays, we have plenty of inventory.
   a. N95 masks are lower in supply and may need to be re-order.
      i. May be asked once more to sweep our supply for frontline workers.
2. Maintaining cleaning schedule with Clorox 360
3. Contractors check in with Sheriff’s Office
4. Receiving will be closed from 12/21 to 1/4
   a. We still have access to the PPE stored there.
      i. IT:
         1. None
5. New Activities/Issues by section:
   a. Management Section:
      i. ICC restructure due to retirements
      ii. Moving forward ICC will focus on a re-opening model.
   a. Van de Kamp: None
   b. Operations:
      1. Will remove fencing between AD and student services
      2. Will do signage clear up.
      i. IT:
         1. None
   b. Planning Section: None
   c. Finance/Logistics: None
6. Items from the Floor:
   a. ICC Team was thanked for their work in 2020.
   b. Next Meeting on 1/7/2021
7. Adjournment: 9:23am