

TO: Mary Gallagher, President

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

DATE: January 7, 2021

RE: Planning Objectives Summary: January 7th Incident Command Center (ICC) meeting

The full ICC met on January 7, 2021. 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. College visits need to be limited and only as needed.
 - i. Supervisors can approve visit, VP approval not needed.
 - ii. Sherriff's would like 48 hours' notice.
 - b. Make sure employees are following guidelines and actively enforce
 - i. Employees will be and have been written up for insubordination.
 - c. Case reporting form published
 - i. Suggested to be posted on LACC website
 - d. Return to work protocols clearance requested.
 - i. Cannot require employees to come back if they have a positive test.
 - e. Nursing programs have issues with students in clinical rotations.
 - i. Meeting scheduled for further discussions.
 - f. College break ins becoming more common, continue to monitor carefully.
 - g. Valley becoming testing site, Mission is pending.
 - h. Trade has added a question to ask if person coming to campus will need PPE.
3. Safety Officer:
 - a. Check in and campus visits need to be tighter
 - i. Please copy him when notifying the Sheriffs of approved visits.
 - b. Please send contract tracing forms to him.
 - c. Continue to follow protocols
 - i. We continue to see reports of COVID infections with employees and students; stay vigilant and safe.
 - ii. We will be writing up and have been writing up employees for insubordination.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Set tone for new year and planning for re-engagement.

- ii. Shared revised org chart shared
 - 1. Asked for members to be assigned to new re-engagement section in planning.
 - iii. Shared draft ESC recovery grid, it will be used by re-engagement section to begin planning.
 - b. Van de Kamp:
 - i. None
 - c. Operations:
 - 1. PPE
 - a. PPE distributed weekly
 - i. Employees know how to get more.
 - b. Stock in Receiving
 - i. N95 over 4K
 - ii. KN95 about 50K
 - 2. Operations and trades continue to do their own check-ins.
 - 3. Planned power shutdown in AD from 8am to 9am in preparation for a planned larger shutdown on the 18th
 - a. IT will be present to turn on any computer that need to be turned on.
 - i. IT:
 - 1. none
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Reminder to submit covid expenses, please include the back up.
5. New Activities/Issues by section:
 - a. Management Section:
 - i. 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. None
7. Adjournment: 9:51am