

TO: Mary Gallagher, President

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

DATE: February 25, 2021

RE: Planning Objectives Summary: February 25th Incident Command Center (ICC) meeting

The full ICC met on February 25, 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. New IHE guidelines are encouraging. Should begin looking at ways to increasing on campus activities. More information to come from county and planning teams.
 - b. Updated contract tracing form to be sent out this week.
 - c. Wi-Fi parking lot guidance continues to be in development.
3. Safety Officer:
 - a. No water on campus today due to LADWP work, scheduled to return at 1pm
 - i. Plumbers have a plan to mitigate any issues arising from this project.
 - ii. Have a fire watch going on since there are no fire sprinklers.
 - iii. Canceled by DWP during the meeting and rescheduled for March 1st.
 1. Will need to execute the same plan on Monday.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Re-engagement team will need to work with Facilities to develop plans.
 1. Need occupancy numbers for space, sq. footage, custodian availability and how long it will take to clean by sq. ft.
 - a. In process of deploying new software to assist with cleaning scheduling.
 2. Will need ventilation information as well.
 3. College has six Clorox 360 machines.
 - a. We will need to order more.
 4. Will need to know what labs cannot be cleaned with specialized equipment.
 - ii. IHE Re-opening protocols shared. College is planning around the new protocols looking to see how we can provide additional services to the students.
 - b. Van de Kamp:

- i. Charter school is not currently planning to return to campus.
 - c. Operations:
 - 1. Temporary computer lab in EWD is almost complete.
 - a. Wrapping up the data and power drops.
 - i. IT:
 - 1. Ready to deploy the computers for the temporary lab.
 - 2. Working on Dental Tech computers.
 - d. Planning Section:
 - i. Re-engagement team
 - 1. Meeting weekly
 - 2. Currently reviewing the new IHE protocols.
 - ii. M. Gallagher, stated that we are currently doing what we can we do with the current guidelines. We not able to return to campus in at this time, do not see that changing for a while. We are to stay remote as much as possible.
 - e. Finance/Logistics:
 - i. Continue to submit covid related expenses.
 - ii. Need to look at supplies that will be needed for re-engagement.
 - 1. ESC is developing guidelines for plexiglass deployment.
- 5. New Activities/Issues by section:
 - i. 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. Meeting dates for facilities directors to discuss many items regarding re-engagement pending
 - i. Meeting to discuss: HVAC systems, plexiglass barriers, safety of water systems after prolonged facility shutdowns, water fountain, enhanced cleaning of high touch areas, sanitization of classrooms and special equipment, eliminating shared materials and possibility of installing contactless switches and doors.
- 7. Adjournment: 9:44am