

TO: Mary Gallagher, President

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

DATE: March 4, 2021

RE: Planning Objectives Summary: March 4th Incident Command Center (ICC) meeting

The full ICC met on March 4th, 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. Liaison Report:

- a. Update on COVID statics in the county
 - i. The district has had a total of three COVID related deaths, the lastest death a City student.
- b. Group of colleges met county to get vaccines for higher ed; specifically working to make sure educators that are 65 plus are vaccinated promptly.
- c. Clarification on vaccination release time for LACCD employees pending.
- d. Safety plan for Wi-Fi usage of parking lots needs to be written up and submitted to EOC.
- e. Reminder to include unions in all discussions.
- f. Continue to submit facilities usage requests to ESC EOC.
 - i. LACC current ideology is that if the students cannot use the facilities neither should others and therefore only consider requests that support student needs.

2. Safety Officer:

- a. One report of suspected COVID case, employee is self isolating.
- b. Attended re-entry facilities directors meeting.
 - i. Spoke about HVAC systems
 1. ESC is bidding out cleaning systems and filter changing
 2. Looking at installing UV lighting where needed.
 - ii. Water systems reviewed to ensure water is safe; looking at touchless and hydration stations.
 - iii. Plexiglass for areas where social distancing is a challenge.
 - iv. ESC is working to purchase at least one 360 sprayer per building.
 1. Will look at purchasing some non-commercial grade handheld cleaners for the departments that have high traffic.
 - v. Looking at setting a level 1 or 2 standard of cleaning, this is achievable with a small number of classes. Identifying "open" student buildings that would need this level of cleaning as well. Not expecting a full return at this time.
 - vi. Meeting again in two weeks.

3. Updates to ongoing Issues/Activities:

- a. Management Section:
 - i. Walkthrough of future lab for student use.
- b. Van de Kamp:
 - i. HS has asked to bring back special populations for testing, a total of 10 students are in this category but will only be brought back if parents agree. The last request was approved, it is possible that it will be approved as well.
- c. Operations:
 - 1. Computer lab
 - a. Electric and facilities 100% done
 - b. IT about 80% done
 - c. Filters are being replaced with MERV 13/14, 50% done
 - i. IT:
 - 1. None
- d. Planning Section:
 - i. Re-engagement team
 - 1. Meeting regularly
 - 2. Working on data collection from departments and programs as to what their needs are for each tier.
 - a. This will help determine what is possible.
- e. Finance/Logistics:
 - i. Continue to submit covid related expenses.

4. New Activities/Issues by section:

- a. Management Section:
 - i. ESC is setting up 10 rooms as Zoom/hybrid rooms for each college.
 - 1. Currently collecting requests
 - 2. Looking at doing additional rooms, requested costs per room.
 - 3. There is a lot of potential post pandemic.
- a. Van de Kamp: None
- b. Operations:
 - 1. None
 - i. IT:
 - 1. None
- b. Planning Section: None
- c. Finance/Logistics: None

5. Items from the Floor:

- a. None

6. Adjournment: 9:40am