

TO: Mary Gallagher, President

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

DATE: March 11, 2021

RE: Planning Objectives Summary: March 11th Incident Command Center (ICC) meeting

The full ICC met on March 11th, 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. LA County COVID statistics update provided.
 - b. New workgroup created to discuss entry/exit protocols as we begin re-engagement.
 - i. LACC is looking at potentially 5 to 6 entrances; we anticipate staffing issues.
 - c. Increased double masking conversations, but that will depend on county and state guidelines.
 - d. Ed sector vaccinations moving forward at rapid pace, LACCD employees that are 65 plus were contacted to make sure they have access to vaccines.
 - e. Chancellor send out guidance for graduation plans.
 - f. Updated guidance on the extension of emergency family medical leave act and other COVID leaves in development.
 - g. Wi-Fi report will be submitted today.
2. Safety Officer:
 - a. None
3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Ordering more Clorox 360 machines, intent is to have one per building.
 - ii. Purchasing handheld options for department use.
 1. COVID expense and charge to HEERF
 2. MSDS to go with equipment when checked out.
 - b. Van de Kamp:
 - i. Continuing conversations about re-engagement with special populations.
 - ii. PPE stocks levels are good, recently received 27K masks.
 - iii. Ordered two additional Clorox 360 machines.
 - c. Operations:
 1. PPE: 27k masks received
 2. Picked up 15 hand held cleaners.
 - a. Will work with K. Harrington for distribution.

3. Computer Lab
 - a. Faculty Staff Center does not have enough access points for Wi-Fi for bring your own device access.
 - i. Need to discuss setting up tables in the perimeter of the lab area for this type of usage.
 - b. Need to install plexiglass to check in counter.
 - i. IT:
 1. Twenty PCs are set up in the temp computer lab.
 - d. Planning Section:
 - i. Re-engagement team
 1. Meeting regularly
 2. Need direction on what to focus on
 - a. The trend looks to go to orange/yellow for Fall 2021.
 - i. We will plan with this assumption.
 - e. Finance/Logistics:
 - i. Continue to submit covid related expenses.
4. New Activities/Issues by section:
 - a. Management Section:
 - i. Working on purchasing tents to offer more class activities outdoors during Fall.
 - a. Van de Kamp: None
 - b. Operations:
 1. None
 - i. IT:
 1. None
 - b. Planning Section: None
 - c. Finance/Logistics:
 - i. Need to look what to charge to HEERF funds
5. Items from the Floor:
 - a. Direct students who need support to Christina Espinosa Guzman.
6. Adjournment: 9:33am