

TO: Mary Gallagher, President

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

DATE: March 18, 2021

RE: Planning Objectives Summary: March 18<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on March 18th, 2021. ICC Objectives were reiterated in the following order:

- I. Instruction and Student Services Continuity
- II. Business Continuity
- III. Health and Safety of LACC students, staff and faculty

Based on those directives, each ICC section was assigned the following tasks:

1. Liaison Report:
  - a. LA County COVID statistic update provided
  - b. No return to work orders in place at this time, negotiations are in process
  - c. Cannot require employees to be vaccinated
  - d. ESC focusing on re-engagement and planning for reopening
  - e. New protocols for vaccinated individuals who are exposed to COVID
  - f. Bulletin board postings; emailed for guidance from ESC for additional postings
  - g. Town Halls being held throughout the district
    - i. LACC is holding a Budget and Facilities Town Hall on the 30<sup>th</sup>, it will include COVID related items.
2. Safety Officer:
  - a. Re-entry and road map meeting with district
    - i. Will share with college at town hall
  - b. Bulletin board is up and will be putting up required documentation
  - c. Tents
    - i. Looking at various options to determine what will work best for our needs
  - d. Handheld electrostatic sprayers in stock and can be checked out
  - e. New workorder system is live, will send out information on how to access
    - i. Use to order PPE
3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. March 12<sup>th</sup> revised protocols from LACDPH shared and briefly reviewed updates
    - ii. Shared covid19.ca.gov site and reviewed the Tier classifications and effects of vaccination rates on the tiers.
  - b. Van de Kamp:
    - i. No items
  - c. Operations:
    1. None

- i. IT:
        - 1. None
    - d. Planning Section:
      - i. Re-engagement team
        - 1. Developing plans for re-engagement grid
        - 2. Gathering information on questions and concerns so that they are addressed.
          - a. Need to effectively deliver information so campus is informed
      - ii. Sit Stat to be re-activated.
    - e. Finance/Logistics:
      - i. Continue to submit covid related expenses.
        - 1. Expenses need to be identified, reviewing items going back to July 1<sup>st</sup> to determine what can be charged to CAREs funds by April 15<sup>th</sup>.
4. New Activities/Issues by section:
  - a. Management Section:
    - i. Post Spring Break plans for additional student access.
      - 1. EWD computer lab
        - a. Need a sign-up process.
      - 2. Music Rooms
        - a. Single use for easy daily sanitizing.
      - 3. Possibly Art studios
      - 4. High-tech labs: Cinema/TV, VAMA, etc.
      - 5. Dietetics Kitchen
      - 6. Kinesiology Testing
  - 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 CARES/HERF funds
5. Items from the Floor:
  - a. Questions about students wearing masks: Student Code of conduct includes requirement to wear masks, that will stay in place until LACDPH lifts the protocols.
  - b. Locksmith: C. Shunn filling in, looking at borrowing the locksmith from a sister college.
6. Adjournment: 9:53am