

TO: Mary Gallagher, President

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

DATE: June 29, 2020

RE: Planning Objectives Summary: June 29th Incident Command Center (ICC) meeting

The full ICC met on June 29, 2020. 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. Continuing to monitor one employee and family that tested positive in Student Services.
 - b. One classified in Student Services getting tested for COVID-19 due to possible exposure.
 - c. One possible exposure in Academic Affairs, family member tested positive.
 - i. Recommended to test again in a few days.
2. Liaison Report:
 - a. Hard to convert course policies will be posted next week.
 - b. New tentative date is being considered.
 - i. Need to resubmit Stage 2 plan with requested updates by COB 6/30/2020
 1. Check in process, no more than 2 points of entry
 - a. Check-in safety advisory out tomorrow.
 - b. Cadets to be assigned for check ins
 - c. Includes self-report screening questionnaire process.
 - d. We currently have 3 entrances
 - i. Need to check to see if Santa Monica/Vermont Station is closed.
 2. Signage must be clear
 - a. Include the PPE requirements, only provided the 1st day, may be included that failure to comply may result in student discipline.
 - b. Use Limited accessibility, not campus closed.
 3. Must include notice that the campus met and reviewed the plan with the Sherriff lead and they understand what is expected of them.
 - c. Local 99
 - i. New rotation schedule, starting July 13th and effective until classes return to campus.
 1. Must be on campus 25%, 75% remote doing trainings.
 - a. 4 groups: Mon 1A, Tuesday 2A, Wed 2A, Thur 2B

- ii. Does not include the trades.
 - d. Chromebooks
 - i. Meeting happening today, only for students for college promise
 - ii. College will need to plan for non-college promise students.
 - e. CDC policy concerns
 - i. What is the faculty doing?
 - ii. What will food distribution look like?
 - iii. Student observation for CD students, currently not possible to do virtual for transfer credit.
 - f. Summer Camps
 - i. Possible but very restricted.
 - g. New case messaging to campus needs to come in coordination with EOC.
 - h. In cadets are needed let EOC know; they are considering doing something districtwide.
- 3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Will work on version of Stage 2 plan.
 - b. Van de Kamp:
 - i. Meeting with School and Telecom to work on ongoing policies.
 - ii. Continue to monitor clearing of classes by H.S. Teachers not returning to site in fall.
 - c. Operations:
 - i. Signage is being worked on; will put on hold until language is provided by ESC.
 - 1. Masks received from district are of poor quality, straps are breaking off easily.
 - ii. Electrostatic sprayer
 - 1. Not received yet from ESC.
 - 2. May substitute
 - iii. Gardeners have expressed concerns about losing the grounds and losing money in the long run with new schedule.
 - ii. IT: None
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. None
- 4. New Activities/Issues by section:
 - a. Management Section: None
 - b. Van de Kamp: None
 - c. Operations: None
 - i. IT: None
 - d. Planning Section: None
 - e. Finance/Logistics: None
- 5. Items from the Floor:
 - a. none
- 6. Adjournment: 9:38am