

TO: Mary Gallagher, President

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

DATE: July 2, 2020

RE: Planning Objectives Summary: July 2<sup>nd</sup> Incident Command Center (ICC) meeting

The full ICC met on July 2, 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. No new cases
2. Liaison Report:
  - a. ESC requested timeline for implementation of stage 2 plan.
    - i. LACC reported one week at minimum.
  - b. COVID-19 Cases Districtwide
    - i. Confirmed: 90; Suspected: 30; Exposures: 56
  - c. Hard to convert course policies completed, to be released next week.
    - i. Will clarify if this is for the fall.
  - d. Stage 2 recovery plans for spring classes, will let us know if more information is needed.
  - e. Safety advisory to be sent out to all later today.
  - f. Districtwide inquiry on whether Nursing students can screening on campus as part of clinical hours.
    - i. City nursing students have completed all their hours; perhaps the new fall student cohort.
  - g. Pre-Screening questionnaire in development, online version and physical.
  - h. Signage committee created for consistent messaging.
    - i. Possibly next week.
  - i. LACC Build –processes and policies in development for this group due to majority of infections here.
  - j. Safety Officer duties draft will be available soon.
  - k. Local 99 questions; when classes are on campus, then MOU is not in effect.
    - i. Stage 2 recovery plan needs go into effect.
    - ii. 25/75 is a 4/10 schedule; will be revisited every 2 weeks and revised as needed.
    - iii. ESC is managing the training schedule.
  - l. Chromebooks: working on procedures for distribution and determined needs for non-promise students.

- i. Bookstore is shipping and doing pick up by requested.
  - m. Software survey: is there a deadline for submittal and a go no go as college needs to plan.
    - i. No but they are working hard to fulfill our needs.
- 3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. Stage 2 version 1.3 submitted on time.
      - 1. Requested 3<sup>rd</sup> entry for possible redline station opening
  - b. Van de Kamp:
    - i. HS regarding return to campus plans.
      - 1. Meetings ongoing
      - 2. Will share finalized plans with EOC.
    - ii. Reporting to R. Cornner; facilities with Ruben Smith and Valencia Moffet
  - c. Operations:
    - i. Clarifications about new schedule; trades and gardeners schedule unclear.
      - 1. Concerns about the physical appearance if we go to the new schedule.
    - ii. Working with City Sanitation regarding Lot 1; due to the number of tents it has been classified as homeless encampment and therefore taking longer to resolve.
    - 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: 9:35am

JL:mr