

DATE: July 23 2020

LED BY: Dr. Mary Gallagher

RE: Planning Objectives Summary: July 23<sup>rd</sup> Incident Command Center (ICC) meeting

The full ICC met on July 23, 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. None reported
2. Liaison Report:
  - a. Enhanced PPE came in, to be delivered to City if any was requested
  - b. Signs are ready and being delivered to ESC
    - i. Painter, to pick up Friday after 10am
  - c. PPE from state came in, will be notified when it is ready to be picked up.
    - i. Need name of who will pick up.
3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. Stage 2 implementation walk through at 11:30am
      1. Custodial staff is being recalled as needed.
      2. Dental Tech on July 27<sup>th</sup>
      3. Kinesiology on August 3<sup>rd</sup>
  - b. Van de Kamp:
    - i. None
  - c. Operations:
    - i. Sign pick up arranged
      1. Require easels
        - a. We do not have enough, more will be provided by district
        - b. Need to temporarily borrow some from departments
    - ii. Practice run of room sanitation, video shown
      1. 360 machines not arrived yet.
        - a. Got a loaner from Pierce.
      2. Takes about 10 minutes to sanitize classroom or bathroom.
      3. To be done after each class.
    - iii. Stage 2
      1. Drinking fountains have been turned off.
      2. Permanent seating areas will be tapped off.

3. 6-foot distancing signs at entrances
  4. Elevator protocols posted
  5. Floor decal glue not available yet, will use tape.
  6. Contact tracing training in progress
  7. Temperature checks not feasible at this time.
  8. Self-Check questions posted on website.
- iv. DT
1. 8 cases of isolations gown delivered on Tuesday to Dental Tech
  2. N95 supply in place, more coming in.
  3. Has supply of face shields and gloves
    - a. Can provide additional if needed
- v. IT:
1. 25% completion on computer configuration for staying on.
  2. Will get someone on site for Monday, confirmation if this is needed will follow today.
- d. Planning Section:
- i. None
- e. Finance/Logistics:
- i. Two access point: for entry and exit
    1. Lot 4
    2. Breeze way
    3. May add a 3<sup>rd</sup> entry/exit point
  - ii. Stage 2
    1. Walkthrough today at 11:30
    2. Dental Tech (2-week program) starts on 7/27/2020
    3. Kinesiology starts on 8/3
    4. Communication will be sent to students about processes, shared.
      - a. Only the students on the rosters will be allowed on campus.
      - b. Arrive no earlier than 20 min.
      - c. PPE required
  - iii. An administrator will be on duty and available via admin phone.
  - iv. Continue to submit the COVID1-9 expenses.
4. New Activities/Issues by section:
- a. Management Section:
    - i. Administrator schedule to be developed for Stage 2
  - 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: 9:36 am