

TO: Mary Gallagher, President

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

DATE: August 24, 2020

RE: Planning Objectives Summary: August 24th Incident Command Center (ICC) meeting

The full ICC met on August 24, 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. Cloth facemasks have been delivered.
 - i. LACC received and has begun distribution.
 - b. Guidelines for Nursing students to do check -in will be released today or tomorrow.
 - c. Request for ICC to make sure the check-in/check out procedures are being followed, Safety officer responsibility.
 - d. LA County Department of Health, requires a compliance task force for site to be open.
 - i. LACC requested more information on the composition for this task force.
 - e. Plexiglass order is pending two more requests
 - i. LACC to submit request shortly
 - f. COVID-19 Expense report past due.
 - g. Containment control plan in development.
 - h. Working on attendance accounting flexibility for winter and spring.
 - i. All colleges hosting voting centers, 11 days; two days for set up, one for take down.
 - j. HR survey for staff being finalized.
 - k. Assistant Coach stipends guidance continues to be in development.
 - l. Continue to with DAS for best practices in Zoom.
 - m. Computers for students ordered last Thursday, to be delivered to colleges directly.
 - n. Testing the use of Temperature scanners at Mission and Harbor.
 - o. Guidance on winter and spring courses in development.
 - p. Stay Safe Campaign in the works by PIO's to be launched next week.
 - q. QR codes for all communications in development, needed to have all the information accessible to the public.
 - r. New group formed to work on employee recognition program during pandemic.
 - s. EEAP training tomorrow.
 - t. Go React contract is in place.

- u. No news yet about swap-meet permit.
- 3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Updates to the ICC Org. Chart.
 - 1. C. Kozeracki to take over for D. Yamanishi.
 - b. Van de Kamp:
 - i. None
 - c. Operations:
 - 1. Supply distribution set up and on-going
 - 2. Preparing for Chromebook distribution on Friday.
 - 3. Will follow up on the plexi-glass order.
 - 4. Nursing
 - a. Asking for floor decals to be installed on the 2nd floor of Sci-Tech in the main hallway; request is being denied as the decals are for queues.
 - b. Will provide desktop bottles of hand sanitizers
 - 5. South Door of Sci-tech is problematic due to automatic opener. Making sure we control the entry and exit doors; will look at turning off the sensors.
 - 6. Holmes Hall HVAC is up and running for events leading up to Thursday.
 - i. IT:
 - 1. None
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Reminder to submit COVID-19 expenses.
 - ii. Anticipating beginning of return of students for infrastructure courses and preparing to put protocols in place.
- 4. New Activities/Issues by section:
 - a. Management Section: None
 - b. Van de Kamp: None
 - c. Operations:
 - 1. None
 - i. IT:
 - 1. None
 - b. Planning Section: None
 - d. Finance/Logistics: None
- 5. Items from the Floor:
 - a. V. Tylecek shared list of items delivered to LACC that needs to be reviewed; not items ordered by LACC but possibly provided by State Chancellors Office. Need to make sure we are keeping track and properly reporting.
 - b. Moving to a Thursday ICC meeting only, Mondays as needed; new calendar item to be sent.
- 6. Adjournment: 9:25am