

TO: Mary Gallagher, President

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

DATE: September 3, 2020

RE: Planning Objectives Summary: September 3rd Incident Command Center (ICC) meeting

The full ICC met on September 3, 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. EOC will send reminders for items we were encouraged to do on the IHE plans.
 - b. Remote environment survey; will be anonymous; to be sent out on Friday.
 - c. Swap-meet still pending
 - d. Plexi glass order in process
 - e. QR codes for protocols in process
 - f. Clarification on check-in protocols
 - g. Nursing students check in process questions re-sent; LACC has nothing to add.
 - h. Equipment loans for faculty and staff, follow process already in place
 - i. Accommodations need to be made as determined by processes already in place.
 - i. Technology access for students, continue to be in discussion.
 - j. Census event approved for site usage this Saturday.
3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Submitted the IHE report to LADPH, will be published to public.
 - ii. Slight modifications to stage 3 as we begin implementation.
 1. Start next week with on-site meetings in Allied Health.
 - iii. ICC org chart changes to be shared next week.
 - b. Van de Kamp: None
 - c. Operations:
 1. Nursing requested masks, requested total of 15k masks.
 - a. Delivered partial (2K: one case); will replenish as needed
 - b. Not N95 masks
 2. Working on return plans for employees who had previously tested positive for COVID-19
 3. Employee spotted on site during odd hours.

- a. Only approving site visits during normal office hours
 - b. Making exceptions on a case by case basis.
 - i. IT:
 - 1. Receiving a lot of log on issues from student and faculty
 - d. Planning Section:
 - i. Campus access protocols submitted for Sr. Staff review.
 - e. Finance/Logistics:
 - i. Commended college on the start of the new semester.
 - ii. Reminder to submit COVID-19 expenses.
4. New Activities/Issues by section:
- a. Management Section: None
 - a. Van de Kamp:
 - i. D. Taylor will alternate with A. Mullen
 - b. Operations:
 - 1. None
 - i. IT:
 - 1. None
 - b. Planning Section: None
 - c. Finance/Logistics: None
5. Items from the Floor:
- a. Surface Go update: review shows that they will not work as planned, looking at other options.
 - b. Nursing ID cards, have been delivered to Sheriffs for distribution.
 - c. Mailroom Access: will publish guidelines soon.
6. Adjournment: 9:30am

JL:mr