

TO: Mary Gallagher, President

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

DATE: September 10, 2020

RE: Planning Objectives Summary: September 10th Incident Command Center (ICC) meeting

The full ICC met on September 10, 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. On campus classes are only for continuing cohorts, not for new ones.
 - b. Filming
 - i. Approved for faculty to do on campus for classes
 - ii. No interaction with students or other faculty
 - iii. Will consider 3rd party requests but will not be able to interact with faculty, staff or students.
 - c. Computer Labs not approved for opening but still being considered by County, continue to create feasibility plans.
 - d. Drive by events continue to be allowed as long as students are not coming on to campus.
 - i. Only essential service student workers are allowed.
 - ii. Bookstore is included as essential service.
 - e. County will survey services or happening on campus
 - f. Changes will not happen until after thanksgiving.
 - g. Winter/Spring guidance in development
 - i. Only plan essential services classes can be planned on campus.
 - ii. Athletics may be allowed to come back in spring.
 - h. Posters with QR codes are being printed and will be delivered.
 - i. EOC team member list is being updated.
 - j. Encourage completion of staff survey.
 - k. Nursing student role in check-in procedures due Friday.
 - l. Surface Go's ordered and will be delivered to ESC this week.
 - m. ESC in discussion with Local 99 on schedules.
 - n. If Adobe access is needed, contact IT.
 - o. ESC is continuing to assess software needs
 - p. COVID case reporting protocols from June continue, will send process.
 - q. Employee recognition committee continues to meet

- r. Voting centers approved, pending guidance.
 - s. Air quality issues being discussed for on-site employees.
3. Updates to ongoing Issues/Activities:
- a. Management Section:
 - i. LACC was in process of creating a computer lab and quiet Wi-Fi access study space.
 - 1. This plan is cancelled due to lack of authorization from LACPHD.
 - 2. Looking at other options.
 - ii. Updates to ICC Org Chart
 - 1. Safety Officer information needs to be publicized on website as well as what they are responsible for.
 - b. Van de Kamp: None
 - c. Operations:
 - 1. Previously COVID-19 positive employee is now back to work
 - 2. Have been receiving large PPE orders; wanted to remind campus that there is plenty in stock. Will deliver in small quantities only.
 - 3. Voting Centers walk through; determining drop box locations
 - 4. Central Plant has communication issues, IT is troubleshooting.
 - i. IT:
 - 1. Continue to prepare equipment for students.
 - a. Ready within the next 3 weeks for both distribution and class use.
 - 2. Software assistance for students, please consult with instructional assistants first.
 - 3. Adobe Access list needs to be reviewed and updated.
 - 4. Computers for DT to be shipped on the 13th.
 - 5. IT is doing mandatory 3-day training during the next 3 weeks, expect response delays.
 - 6. VPN access at 100, will ask if we can continue to add.
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Campus access protocols sent out on Monday.
 - ii. Mailroom access protocols coming soon.
 - iii. Reminder to submit COVID-19 expenses.
4. New Activities/Issues by section:
- a. Management Section: None
 - a. Van de Kamp: None
 - b. Operations:
 - 1. None
 - i. IT:
 - 1. None
 - b. Planning Section: None
 - c. Finance/Logistics: None
5. Items from the Floor:
- a. None
6. Adjournment: 9:42am