

TO: Mary Gallagher, President

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

DATE: September 24, 2020

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

The full ICC met on September 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. See Safety Officer Report
2. Liaison Report:
 - a. Athletics CCCAA meeting taking place on 9/30, update to follow.
 - b. Communication sent about how to report COVID-19 cases and exposures; emphasis on reporting to the president's office.
 - i. Requesting more clarity on protocols on what to do when there is possible exposure in class setting. Specifically protocols on what to do in in situaitons regarding cases with less than 6 feet within 10 minutes of contact.
 1. Currently guidance addresses situations with 6ft of distance with PPE and over ten min.
 2. Had faculty cancel a class because of ambiguity in the protocols.
 - c. Surface Go's arriving this week or early next week
 - d. HVAC needs assessment is ongoing districtwide.
 - e. Inquiries posed to EOC
 - i. Filming requests still pending
 - ii. Student software support needs
 - iii. Outdoor field trips inquiry submitted
 - f. Other colleges are inquiring about purchasing hotspots for CGCA's.
 - g. Local 99 MOU for new schedule still development, continue working with employees with current schedule.
3. Safety Officer:
 - a. Employee tested positive, was on campus office last week, currently in quarantine.
 - i. Offices in department were disinfected and sanitized.
 - ii. Will continue to monitor employees' status.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:

- i. New cohorts for essential services workforce on hold until further notice per county.
 - 1. We are building them but being clear that they may not start in the spring as normally planned.
 - b. Van de Kamp: None
 - c. Operations:
 - 1. None
 - i. IT:
 - 1. OSS software issue resolved.
 - 2. Nursing computer lab: confirmed PCs were assed and fixed.
 - 3. Windows and office activation mostly complete, a few pending due to user accessibility
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Continue to submit COVID-19 expenses.
- 5. 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
- 6. Items from the Floor:
 - a. None
- 7. Adjournment: 9:18am

JL:mr