

TO: Mary Gallagher, President

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

DATE: October 1, 2020

RE: Planning Objectives Summary: October 1st Incident Command Center (ICC) meeting

The full ICC met on October 1, 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. Conversations on reopening of district and colleges have begun and in very early stage.
 - i. Includes discussion on hard to convert courses not linked to essential services.
 - b. Discussions regarding guidance for Nursing students who have exposure to COVID-19 patients during rotations and their participation in on-site courses.
 - c. Drive though Flu vaccine programs, in discussion more details are needed.
 - d. Inquiry regarding Field trips: submit a plan to your Dean and VP, make sure it complies with E-20 regulations.
 - e. Requested update on computer deliveries and what will LACC will get.
 - f. Voting centers
 - i. What is the check in process for voters?
 - ii. Will there be screenings and who will do?
 - iii. College will be maintaining the bathrooms, providing hand sanitizing stations, keeping doors open
 - iv. College will not be touching the voting machines
 - v. Need to know who has the ultimate authority on safety issues
 - vi. Do we need to keep staff away from the building?
 1. We can plan to make this happen.
 2. Bookstore will discuss limiting staff, using alternate entries and modify their pick-up process.
 3. Foundation will be notified of the limited access to the building during this period.
3. Safety Officer:
 - a. Reminder that Campus Access forms are needed in advance, 5 days, especially if there are special needs.
 - i. We will post it on website for accessibility.

4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. none
 - b. Van de Kamp: None
 - c. Operations:
 1. Computers: will be receiving 600 today, no details on which ones; previously received 100 from District Foundation.
 2. Local 99 preliminary schedule; ready for implementation once MOU is ratified.
 3. Custodial staff working diligently on sanitizing and cleaning classrooms, bathrooms and areas being used as needed based on plans and access forms.
 - i. IT:
 1. Received the 20 Dental Technology laptops on 9/30; will complete within the next week or two, waiting on approvals for final configuration.
 - d. Planning Section:
 - i. Sit Stat board is up to date.
 - 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. Non-credit students have book distribution scheduled during the November election period, most students will come via pedestrian route.
 - i. No need to postpone but need to look at a different access point to prevent co-mingling.
7. Adjournment: 9:30am

JL:mr