

TO: Mary Gallagher, President

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

DATE: October 8, 2020

RE: Planning Objectives Summary: October 8th Incident Command Center (ICC) meeting

The full ICC met on October 8, 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. Voting: county is paying for extra custodial but not sure about extra security.
 - i. Meeting invite sent out for meeting on 10/9.
 - ii. Public messaging in development.
 - b. Equipment guidance is complete and will be release soon.
 - i. Two forms one for technology and one for office equipment.
 1. Approvals from Deans and VP's needed
 - ii. Does not cover lab or classroom equipment but may be allowed via specialized request.
 - iii. Specialized requests will be determined by president
 - iv. District is not responsible for transportation.
 - c. District will look into Sherriff's OT request on Fridays.
 - d. Surface Go's received (600, including keyboards); we are waiting for Chromebooks requested 1800, they are expected at the end of October.
3. Safety Officer:
 - a. Voting Center:
 - i. Ballot drop box is in place on location near lot 4 entrance; people will need to enter campus. They will be collecting every 72 hours and then every 24 hours.
 - ii. It is unclear as to who is providing screening or if there will be any.
 - iii. Safety protocols will be discussed at the meeting on 10/9 as we do not want to turn anyone away from their constitutional rights.
 - iv. Signage is pending, not sure who will provide.
 - v. Shared draft plans to open the campus with limited pedestrian access for only what is needed for the voting center.
 1. Using lot 3 for parking, it is ADA accessible.
 2. Campus communications pending.

- vi. On campus from 22nd of October. Will make sure our procedures are being followed.
 - b. College Promise: Access for tech distribution for 10/9/2020 granted.
 - c. EOPS backpack kit distribution approved to start on Friday the 16th; will work around the voting center, OT for safety is an issue to be discussed.
 - d. Extra signage for COVID-19 has arrived.
- 4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. None
 - b. Van de Kamp: None
 - c. Operations:
 - 1. Repairs on 8in PVC chilled water line in progress, will be complete within a couple of days.
 - 2. AD soil drilling in progress, extensive walk was completed to prevent ruptures.
 - i. IT:
 - 1. None
 - d. Planning Section:
 - i. None.
 - e. Finance/Logistics:
 - i. Reminder to submit covid 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.
- 7. Adjournment: 9:32am

JL:mr