

TO: Mary Gallagher, President

FROM: Alen Andriassian, VP Student Services/Alt. ICC Incident Director

DATE: October 29, 2020

RE: Planning Objectives Summary: October 29th Incident Command Center (ICC) meeting

The full ICC met on October 29, 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. Special recognition of all ICC members/participants will occur at the next Board meeting.
 - b. CDC revised definition of close contact, therefore district will be revising guidance.
 - c. Guidance on immediate supervision and how that is defined emailed earlier today.
 - d. Voting centers going well, tabling moved to free speech area.
 - e. Plexiglass not yet received.
3. Safety Officer:
 - a. Non-Credit program reported a student employee has tested positive for COVID-19 but has never been on campus and no exposure to employees.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Day of Gratitude: November 10 and 12th from 12pm to 3pm; 600 pre-packaged meals per day, 1200 total; looking for volunteers.
 - b. Van de Kamp: None
 - c. Operations:
 1. Voting center moving forward smoothly, all signs are up, some people wandering around but mostly able to find their way. Social distancing protocols in place. Building is not accessible to staff.
 - i. IT:
 1. Adobe for students; not enough information to provide support, will investigate.
 2. Hardware issues
 - a. Department may have to provide replacement cables.
 - b. Warranty may or may not cover issues.

