

TO: Mary Gallagher, President

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

DATE: November 19, 2020

RE: Planning Objectives Summary: November 19th Incident Command Center (ICC) meeting

The full ICC met on November 12, 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. Increased districtwide reports of COVID-19 cases and exposures.
 - b. ICC/EOC roles document sent to colleges for feedback
 - c. Wi-Fi study sent to colleges.
 - d. LACCD safe app; added covid check in form
 - i. Questionnaire will be modified to find out what are people doing for the holidays.
 - e. Reminder that employees have to follow COVID-19 guidelines or risk being written up for insubordination.
3. Safety Officer:
 - a. Two reported COVID-19 cases
 - i. One case, not on campus since March therefore no exposure to other employees.
 - ii. Second case was for employee that was on site
 1. Employee went home feeling ill and got tested.
 2. Reported close contact with two other employees.
 - a. Exposed employees have been sent home for self-quarantine and testing.
 3. Spaces the employee worked or was in have been disinfecting.
 4. HVAC is running to clean the air.
 5. This will be written up as warned in the email from district HR.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Cinema/TV approved for on-site filming.
 - ii. Planning team working on logistics for Wi-Fi accessibility, 60 potential spots.
 1. Restroom access will not be provided.

- b. Van de Kamp:
 - i. High School goes on break next week therefore no drive thru meal service.
- c. Operations:
 - 1. Sherriff's contract ending on 12/31/2020; not renewing due to failed negotiations.
 - a. ESC has been concurrently working on a temporary plan that will be put in place when the contract ends.
 - i. The temporary security firm will do the same things that the Sheriff's do.
 - b. District will be putting out an RFP and hope that the Sheriffs will submit a bid.
 - 2. Facilities/Operations is back to working Pre-COVID schedules.
 - 3. Six palates of laptops were received.
 - a. We have become a staging center for device distribution within the district.
 - b. These are for students not staff.
 - c. There are plenty of devices available, let students know they can email the hotline.
 - i. IT:
 - 1. Wi-Fi accessibility project is pending guidance from interim IT manager.
 - a. Reeves to follow up with C. Lidz
- d. Planning Section:
 - i. Working on Wi-Fi accessibility plans.
 - 1. Have set up meetings with various constituencies to get input.
- e. Finance/Logistics:
 - i. Reminder to submit covid expenses.
 - ii. Loan program continues, there has been a surge of requests.
- 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. Next meeting is cancelled due to the holiday, will meet on December 3rd.
- 7. Adjournment: 9:35am

JL:mr