

TO: Mary Gallagher, President

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

DATE: December 3, 2020

RE: Planning Objectives Summary: December 3rd Incident Command Center (ICC) meeting

The full ICC met on December 3, 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. Colleges overall reporting increase in reporting's of COVID exposures and cases.
 - i. Reminder to continue to monitor employee protocols compliance while on-site.
 - b. Recover guidance is in development by ESC.
 - c. FEMA training held last week.
 - d. Colleges have been experiencing break-ins, maintain vigilance.
3. Safety Officer:
 - a. Like the other colleges there has been an increase in reported cases and exposure at City.
 - i. We continue to monitor the reported cases.
 - b. Reminder to adhere to safety guidelines.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. All programs holding hard to convert courses on site will be completed by December 8th
 - ii. Hearing possibility of return to March stay at home orders, District has stated that they will be more deliberate in analyzing new orders and what they mean for LACCD.
 - iii. Changes to ICC coming in January due to retirements.
 - iv. New Cal OSHA regulations released due to COVID-19, we will review to make sure are meeting compliance.
 - b. Van de Kamp:
 - i. HS winding down for the holidays.
 - ii. No break-ins but issues with fences being cut.
 - c. Operations:
 1. Pharm Tech program testing

- a. Two testing session each day
 - i. Spaced out to allow for COVID safety protocols
 - ii. Will use Clorox 360 between testing, providing PPE and saran wrapping the keyboard for added safety.
 - i. IT:
 - 1. Community Services Lab set up in Holmes Hall completed; to be used for Pharmacy Tech program testing.
 - d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Reminder to submit covid expenses, please include the back up.
 - 1. FEMA training held; got a good sense of items that will be partially reimbursed.
 - a. Will forward presentation from the training.
 - 2. District is point for final expense submittals to FEMA.
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. Email on how employees access PPE is pending VP Reeves approval.
7. Adjournment: 9:26am