

TO: Mary Gallagher, President

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

DATE: March 23, 2020

RE: Planning Objectives Summary: March 23<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on March 23, 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. Management Section:

a. Essential functions will remain opened like Campus Security, Operations and others as described in the Chancellor's memo.

b. Liaison Officer

- i. Meets every morning on call with District EOC.
- ii. Developing districtwide messaging on campus should be accessed during this time.
  1. Campus lockdown is encouraged if possible.
  2. LACC--Faculty and staff may come to do some work: staff printing and mailing student certificates, faculty filming segments required for remote learning, etc.
    - a. Check in with Sheriff Office
- iii. Memo went out to Faculty for District notification of suspected and confirmed cases.
  1. Currently one confirmed case at ELAC, campus has been informed.
- iv. Student FAQ is being developed by District EOC for release in April. *Note: FAQ being developed at LACC for posting 3/24/20*
- v. Training required for ICC members: 5 hours (more info to come later)
  1. If already trained, send scanned copies to Liaison for forwarding to District Office.
- vi. Reporting campus Covid 19 related activities to track expenses, any issues, Covid19 illness to ICC District.
- vii. 900 Chromebooks for distribution to faculty (100 per campus); purchasing additional laptops for students.
  1. Laptops have arrived and need to be picked up today.
    - a. Operations will pick up and deliver to IT.
  2. Distribution process to be determined by campus, recommendation is to do a drive through pick up.

- a. LACC is distributing through the sheriff's office, process will continue unless demand increases.
      - 3. Procedure needs to be reported to District EOC
    - viii. DocuSign is currently in procurement
      - 1. Rollout plan is not available yet, conjecture that implementation will begin with business services.
    - ix. District EOC objectives
      - 1. Track exposures; confirmed and suspected; procedures pending
      - 2. Expenses related to COVID-19
      - 3. Business losses including absenteeism
        - a. LACC personnel/payroll to have conversation on how to accurately report absenteeism.
    - x. Liaison invited to morning (8-9am) LACC Senior staff meetings.
  - c. Need communication plan that allows information to roll up each day to Presidents' call with Chancellor at 4pm.
    - i. Completed
2. Operations Section:
  - a. Operations/Facilities
    - i. Ongoing/daily cleaning and sanitizing classrooms and other facilities; some classrooms maybe sealed off/tagged.
      - 1. Sanitization is 30% complete
      - 2. Estimated date of completion is 2 weeks as long as staffing levels continue.
    - ii. Installing hand sanitizers where needed.
      - 1. Completed on first floor/entrances.
    - iii. Maintenance staff continues to complete work orders and monitor regular maintenance and items including pool, science labs and temperature in storage areas for music instruments to protect property.
    - iv. Finalizing process for distributing items that come into receiving that need to get out to end user.
      - 1. Receiving, mailroom, sheriffs are open and are available options.
  - b. IT
    - i. Ongoing; Making sure that laptops have the necessary software and applications for remote work/learning environment.
    - ii. All laptop loans have been fulfilled, more are requests are anticipated as only 30 faculty responded to tech survey.
    - iii. Laptop repairs will be handled by exchange; software issues will be resolved remotely.
    - iv. Laptops for faculty and staff can be picked up at the sheriff's office, this will change if need increases significantly to adhere to social distancing guidelines.
    - v. Currently experiencing VPN issues; working on increasing capacity and moving users to a different usage format.
    - vi. District is creating a central helpdesk; will be staffed 8am to 8pm; more information to follow.
    - vii. Firewall changes are unknown, will ask at today's District meeting.
    - viii. Remaining student laptops will be distributed by bookstore, by appointment only. Appointments at 10 min intervals to adhere to social distancing guidelines. Student must apply via student portal and screened by LACCD Foundation.
3. Planning Section:

- a. Support web pages are continuing to be built out.
  - b. Continuing to survey faculty to make sure that they have the tools needed for remote work/learning environment.
    - i. Staff needs have been mostly met. Some needs still remain. Supervisors need to come forward with remaining needs.
  - c. Continuing to develop a form for staff to report remote working activities.
  - d. Instruction:
    - i. 95% of courses have been successfully moved to be fully online and can remain online/remote for the remainder of the spring term if necessary.
    - ii. 4% need some face to face contact (at minimum 18-36 hours) in addition to online. This is required for skill building and ensuring skill mastery.
      - 1. The CCCCO did put out a memo on 3/20.
    - iii. 1% of courses are unable to transition.
  - e. Student Services
    - i. Actively reaching out to students to make sure they are ready for the transition.
    - ii. Cranium café training is ongoing
- I. Logistics
- a. Administrative Services
    - i. All processes remain the same; this may change with DocuSign.
      - 1. A/P, Purchasing, and Personnel/Payroll staff is rotating.
      - 2. Scanned and email approvals are being accepted.
      - 3. Staff can be contacted via email.
    - ii. LACC personnel/payroll to develop process for accurately reporting COVID-19 related absenteeism.
    - iii. Sheriff's office currently designated pick up location for laptops, faculty and staff need to bring email communication for verification; process will be updated if needed.
    - iv. Developing pick up and distribution procedure for laptops that have been provided by district.
  - b. Personnel/Payroll
    - i. Compiling questions that need direction; to be forwarded to the president office.
    - ii. Needs direction on whether they should be entering PCR's
- II. Finance:
- a. Worksheet submittals are slowly coming in; a weekly reminder is needed.
    - i. Items to include are overtime, backfill hiring (faculty or staff), expenses for cancelled events where funds were not able to be recovered.
    - ii. ASG and events with external funding sources need to note funding source on the spreadsheet.
    - iii. Make sure to include supporting documentation, if any.