



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

## COVID-19 RECOVERY PLAN

*(Updated July 2020)*

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## FOREWARD

The Los Angeles Community College District (LACCD) Emergency Operations Center (EOC) is activated under declared emergency situations to support the overall LACCD mission and the needs of the District's nine colleges, including Los Angeles City College, East Los Angeles College, Los Angeles Harbor College, Los Angeles Mission College, Los Angeles Pierce College, Los Angeles Southwest College, Los Angeles Trade-Technical College, Los Angeles Valley College and West Los Angeles College.

The LACCD EOC operates under the general structure of the Incident Command System, or [National Incident Management System \(NIMS\)](#), per the [Federal Emergency Management Agency \(FEMA\)](#).

The primary purpose of the LACCD EOC is to respond to the declared emergency and, on a districtwide scale, coordinate all operations—and the recovery—of the District and its nine colleges to ensure minimal disruption and maximum efficiency for the District's academic and business services. This is accomplished in a centralized EOC function, including, among other duties, the districtwide management, procurement and distribution of resources and services; the safety, security and operations of personnel; development of short- and long-term operational plans; coordination with outside academic, government and first-responder agencies; development and distribution of internal and external communications and emergency public information; oversight and tracking of all emergency related expenses and finances; security and operations of Information Technology hardware, software and infrastructure and oversight of physical, real property assets. Full details of general emergency operations and responses are contained in other documents such as the District's Pandemic Plan.

A critical component of any emergency response is the planning for recovery to any specific emergency and the logistical steps needed to carry out the recovery plan. This LACCD EOC Recovery Plan was developed to provide direction and guidance for the District and its nine colleges specific to the current Coronavirus COVID-19 public health emergency.

This Recovery Plan is a companion document to the LACCD Pandemic Plan. In general, the Recovery Plan provides the guidance and framework for recovery and return to pre-emergency operational conditions. The Recovery Plan, however, must be considered a dynamic document subject to the changing conditions—and District needs—pertaining to the pandemic itself, therefore, while presented here in a “final” form, the Recovery Plan, by necessity, will be periodically reviewed and updated as needed.

**[Signature]**

**Francisco C. Rodriguez, Ph.D.**  
**Chancellor**  
**LACCD**

# PREPAREDNESS

## OVERVIEW

The LACCD EOC Recovery Plan provides Recovery planning, program direction, logistical guidance, and other direction as a means of ensuring LACCD and its nine colleges can return to the essential missions and functions for academic performance and business services once the emergency threats and conditions begin to subside and/or conclude.

## PURPOSE

The Recovery Plan provides the District, and its colleges with the general guidance or framework, plus policies, advisories and directives for ensuring the effective transition and phase-down of emergency response operations to enable the smooth transition of oversight for essential functions, personnel, records, and equipment back to the LACCD Education Services Center (ESC - District Main Office) and Colleges.

## APPLICABILITY AND SCOPE

This Plan applies to all of the LACCD senior leadership, faculty and staff. It addresses policies, procedures, processes, procedures, activities, actions, operations, and resources necessary to ensure the effective transition from Recovery operations back to normal operations.

### Recovery Plan Chapters and Appendices Include:

**Chapter 1 Introduction** — Describes the plan purpose, applicability and scope, Recovery planning levels, plan objectives, and planning assumptions.



**Chapter 2 Concept of Operations** — Discusses how Recovery will be implemented.



**Chapter 3 Recovery Implementation**—Describes the policies, procedures, processes, procedures, activities, and actions associated with implementing Recovery.



**Chapter 4 Resource and Capability Requirements**—Describes the resources and capability requirements needed to transition back to on-campus classes.

*The appendices provide additional information and detail to enhance and further support Recovery plan implementation.*

# Chapter 1

## Introduction

### OBJECTIVES

The overall objectives of the LACCD EOC Recovery Plan are to identify and outline the processes and procedures to ultimately return to normal operations once the Chancellor, in consultation with the EOC, determines that Recovery operations for resuming operations according to the federal, state and or local guidelines can be initiated. Specific plan objectives are listed below.



Provide an executable plan for transitioning back to efficient normal operational status from emergency operations once a threat or disruption begins to subside and has passed.



Coordinate and pre-plan options for organization recovery in response to the level of disruption that originally prompted the emergency response plans. Specific for the pandemic, these options shall include moving operations from online and telecommuting back to safe resumption of in-person and on-campus situations.



Ensure safety for LACCD employees, students, visitors and guests to resume normal organization operations. This includes, but is not limited to, providing LACCD employees and students have access and training to COVID-19 infection prevention and control measures as defined by medical experts.



Reduce or mitigate disruptions to organization operations.

### PLANNING ASSUMPTIONS AND PUBLIC HEALTH CONSIDERATIONS

The LACCD EOC Recovery Plan is based on the following assumptions:

- The LACCD EOC essential workforce functions were transferred to remote/online and telecommuting modalities
- The federal, state and local guidance for reopening the nation, state and county
- State of California guidance for reopening the state
- L.A. County Department of Public Health (LACDPH) guidance on K-12 and higher education
- California State Chancellor's Office guidance on defining essential programs
- LACCD has acquired sufficient PPE for students and staff to ensure a safe environment
- Students and staff adhere to the recommendations/requirements for social distancing
- The threat of a "second wave" of COVID-19 is very high and can impact future operations
- Public health monitoring and tracking of COVID-19 is essential
- Containment, surveillance and contact tracing capabilities by the District and the colleges are needed to help with the safe resumption of operations and control COVID-19 health-related incidents
- LACCD facilities will be refurbished and operated to ensure social distancing mandates for classrooms, offices, meeting/conference rooms, auditoriums, libraries, labs, welcome centers, counters, and/or any other physical space for students and/or employees
- LACCD personnel and students will have access to information and training as needed in COVID-19 infection prevention and control measures prior to re-entering the physical spaces on the District ESC, the colleges and other District facilities.

## FEDERAL GUIDANCE

Federal guidelines for opening up America again was initially issued in a three-phased approach, including:

Symptoms	• Downward trajectory of influenza-like illness reported within a 14-day period and a downward trajectory of COVID-like syndromic cases reported within a 14-day period
Cases	• Downward trajectory of documented cases within a 14-day period or downward positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)
Hospitals	• Treat all patients without crisis care and robust testing program in place for at-risk healthcare workers, including emerging antibody testing

### Phase I

#### *Individual*

- Vulnerable individuals should continue to shelter in place
- When in public, should maximize physical distance from others; avoid social setting of more than 10 people
- Avoid socializing in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (receptions, trade shows)
- Minimize non-essential travel

#### *Employer*

- Continue to encourage telework, whenever possible and feasible with business operations
- Return to work in phases
- Close common areas where personnel are likely to congregate and interact, or enforce strict social distancing protocols
- Minimize non-essential travel (follow CDC guidelines and isolate following travel)
- Strongly consider special accommodations for personnel who are members of a vulnerable population

#### *Specific Types of Employers*

- Schools and organized youth activities (e.g., daycare, camp) that are currently closed should remain closed.
- Visits to senior living facilities and hospitals should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.
- Large venues (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols.
- Elective surgeries can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.
- Gyms can open if they adhere to strict physical distancing and sanitation protocols.
- Bars should remain closed.

### Phase II

### *Individual*

- All vulnerable individuals should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.
- All individuals, when in public (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.
- Non-essential travel can resume.

### *Employers*

- Continue to encourage telework, whenever possible and feasible with business operations.
- Close common areas where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.
- Non-essential travel can resume.
- Strongly consider special accommodations for personnel who are members of a vulnerable population.

### *Specific types of Employers*

- Schools and organized youth activities (e.g., daycare, camp) that are currently closed should remain closed.
- Visits to senior living facilities and hospitals should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.
- Large venues (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols.
- Elective surgeries can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.
- Gyms can open if they adhere to strict physical distancing and sanitation protocols.
- Bars should remain closed.

## Phase III

### Individuals

- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.
- Low-risk populations should consider minimizing time spent in crowded environments.

### Employers

- Resume unrestricted staffing of worksites.

### Specific Types of Employers

- Visits to senior care facilities and hospitals can resume. Those who interact with residents and patients must be diligent regarding hygiene.
- Large venues (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under limited physical distancing protocols.
- Gyms can remain open if they adhere to standard sanitation protocols.
- Bar may operate with increased standing occupancy, where applicable.

## STATE GUIDANCE

Governor Newsom released a four-stage plan to transition California out of COVID-19 closures.



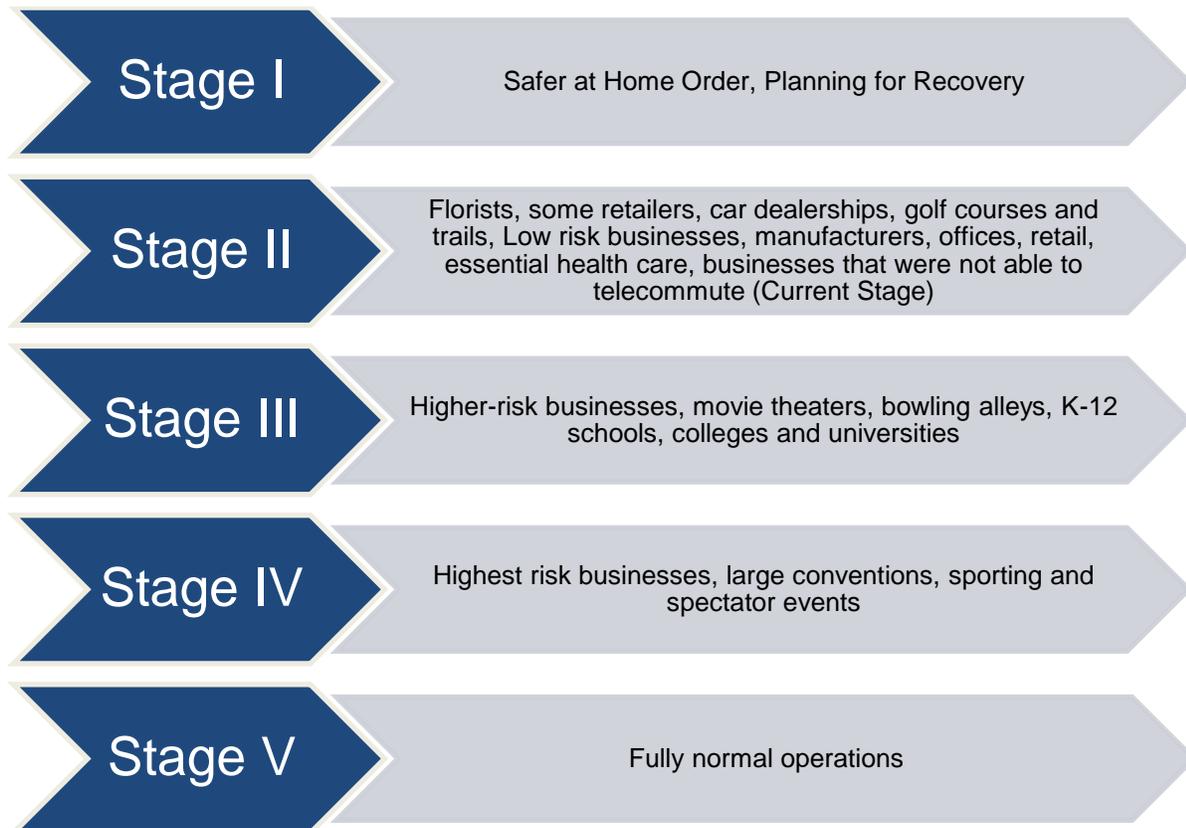
As of July 8, 2020, the State remains in Stage 2. These stages are dynamic and change as conditions warrant.



## COUNTY OF LOS ANGELES LOCAL GUIDANCE

Los Angeles County Department of Public Health (LACDPH) has its five-stage Road Map to Recovery, shown below. Currently, the county is in the beginning phase of Stage III, but has had to pause and re-evaluate the status of recovery due to a new surge in cases.

Current [Health Orders](#) and other information issued by the LACDPH and used by LACCD at on the LACDPH [website](#).



## LACCD COLLECTIVE BARGAINING AGREEMENTS

In consultation with the LACCD bargaining units, Collective Bargaining Agreements (CBA) through Memorandum of Understandings MOU may need to be modified to reflect the safety guidance in this recovery plan – The District’s Human Resources Division is the lead internal point of contact for this aspect of the Recovery Plan and will provide subsequent details and other documents as needed.

## LACCD GUIDANCE

The LACCD EOC has issued specific Recovery Policies and Safety Advisories to assist in the District's overall recovery and needs. These [documents are posted online](#) as part of the special COVID-19 pages of the District's [website](#) and are included as an appendix to this document. Additional policies and safety advisories will be developed and posted as needed.

## RESPONSIBILITIES

### Chancellor

- Activates the Recovery Plan

### EOC Director

- Leads the LACCD EOC recovery planning effort prior to implementation, including the development of the Recovery Plan and implementing policies and procedures
- Identifies, coordinates and authorizes training personnel who support the recovery operations

### EOC Team Members

- Supports development of the Recovery Plan and the processes and procedures to resume LACCD operations at the ESC and colleges

Recovery for the LACCD comprises four stages as described below and focuses on ensuring the LACCD EOC's readiness to perform the roles and responsibilities associated with Recovery operations; executing the Recovery activities and action, processes and procedures; and reviewing and evaluating the Recovery process once the Recovery event is over.

In addition to the Recovery Stages, as described below, specific EOC matrices for reopening have been established to support the planning process and focus the level of effort based on the situation. These matrices are included in this document in the attached appendices

## Chapter 2

# Concept of Operations

**TABLE 2.1 LACCD RECOVERY STAGES/PHASES**

This table briefly describes and aligns the different stages and phases of the federal, state and county recovery with the District’s phased approach.

Recovery Level for LACCD	Recovery Level for Fed, State, Local	Description
<b>Stage 1</b>  Planning and Preparing for Recovery	Fed – Phase 1 State – Stage 1 Local - Stage 1	Continue education <i>for</i> classes that have transitioned online. Assist students <i>remotely</i> with basic needs to support the transition to online classes. Distribute laptops, food cards, internet services and mental health support. Make the colleges safe for essential workers, provide extensive safety and NIMS training – Stage 1 State and LACDPH guidance.
<b>Stage 2</b>  Transitioning to very limited in-person Operations	Fed – Phase 2 State – Stage 3 Local – Stage 3	Focus on completing Spring 2020 courses that were not able to transition online back to in-person classes at the college – Stage 3 State of California guidance, Stage 3 LACDPH guidance.
<b>Stage 3</b>  Some Level of In-person Classes	Fed – Phase 2 State – Stage 3 Local – Stage 3	The college will attempt to transition the hard-to-convert classes that were not done in Phase II, to in-person classes. During this phase the classes that were successfully converted to online will continue to do so – Stage 3 State of California guidance, Stage 3 LACDPH guidance.
<b>Stage 4</b>  College operations are restored with congregating activities allowed	Fed – Phase 3 State – Stage 4 Local – Stage 4	College operations are restored with congregating activities allowed – Stage 4 State of California guidance, Stage 4 LACDPH guidance.
<b>Stage 5</b>  Fully normal operations	Fed – Phase 4 State – Stage 4 Local – Stage 5	Fully normal operations – Stage 4 State of California guidance, Stage 5 LACDPH guidance.

## DETAILED LACCD RECOVERY STAGES/PHASES

### STAGE I: Preparedness—Planning and Preparing for Recovery

During Stage I, the LACCD EOC will focus on staff and resource readiness to perform and/or support Recovery and post-Recovery operations. Key activities during this phase include those listed below.

- Develop Recovery plans, policies and procedures

- Develop checklists and key personnel contact lists

- Continue remote student and staff support for online classes

- Assist the colleges in identifying and training building assessment and recovery teams

- Coordinate and collaborate with ICC's and its key personnel

### STAGE II: Recovery Operations—Transitioning to VERY LIMITED IN-PERSON Operations

During Stage II, the LACCD EOC will focus on completing Spring 2020 courses that were not able to transition online back to in person classes at the college. Specific actions and activities performed during this Phase include, but are not limited to, those listed below.

- Convene the Recovery Team

- Continue to assess the threat/hazard

- Evaluate safety and habitability of the college

- Assess Recovery

- Conduct ongoing and consistent safety inspection of college facilities and grounds

- Coordination and collaboration with senior leadership and key stakeholders

- Coordination and collaboration with college ICC's and its key personnel

- Adhere to all safety and social distancing mandates and protocols

### STAGE III: Some Level of In-Person Classes

During Stage III the college will attempt to transition the hard to convert classes that were not done in Stage II, to in-person classes. During this phase the classes that were converted to remote/online will continue to do so.

- Convene the Recovery Team

- Continue to assess the threat/hazard

- Evaluate safety and habitability of the college

- Assess Recovery

- Conduct ongoing and consistent safety inspection of college facilities and grounds

- Coordination and collaboration with senior leadership and key stakeholders

- Coordination and collaboration with college ICC's and its key personnel

- Adhere to all safety and social distancing mandates and protocols

### STAGE IV: College Operations Are Restored with Congregating Activities Allowed

During Stage IV college congregating activities will be allowed. This Stage may include mandatory infection prevention and ongoing training as per LACCD policies.

- Convene the Recovery Team

- Continue to assess the threat/hazard

- Evaluate safety and habitability of the college

- Assess Recovery

- Conduct ongoing and consistent safety inspection of college facilities and grounds

- Coordination and collaboration with senior leadership and key stakeholders

- Coordination and collaboration with college ICC's and its key personnel

- Adhere to all safety and social distancing mandates and protocols

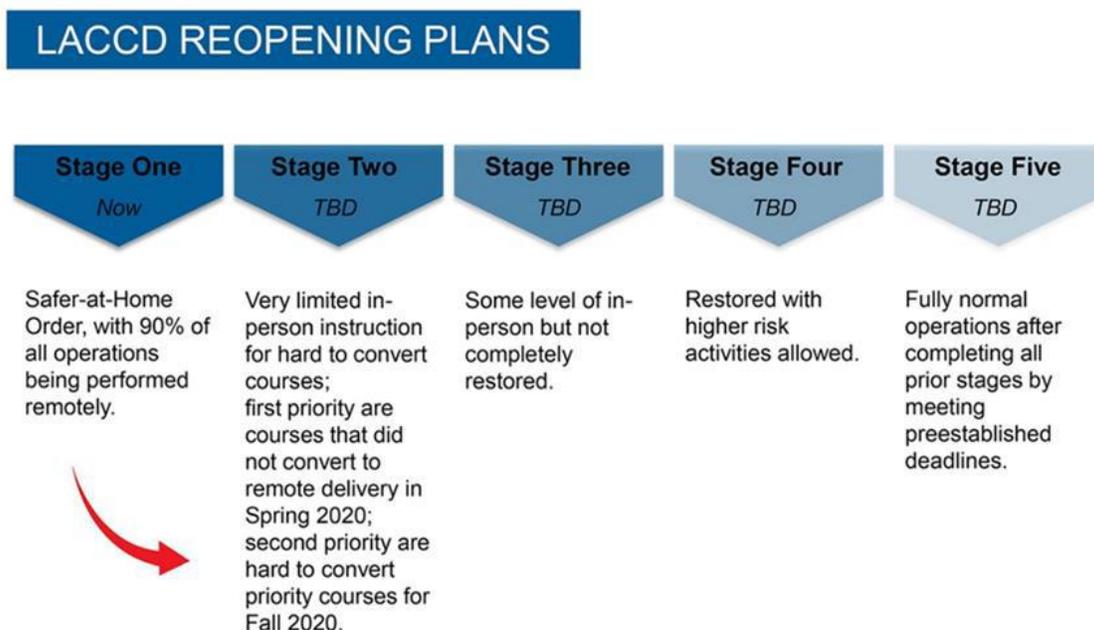
## STAGE V: Fully Normal Operations

The college will return to normal pre-pandemic operations.

**Stage V** plans are currently under development. Plans for this stage would include, but are not limited to:

- Full resumption of pre-emergency academic and business services for the District and the Colleges
- Demobilization of the LACCD EOC and the Colleges' Incident Command Centers (ICCs)
- Preparation of all final documentation for the District's emergency operations for the duration of the emergency
- Submittal of documentation to the appropriate state and federal agencies for consideration of reimbursement of District emergency expenditures
- All appropriate de-briefs, internal and external, of LACCD EOC and College ICC personnel as part of the demobilization process
- Update of all appropriate emergency plans, supplies, personnel training or certification based on the debriefing.

**As of July 8, 2020, LACCD currently remains in its Stage 1 and is transitioning to Stage 2. The District, like L.A. County and California, needs to be flexible in its response to the emergency and recovery operations based upon the changing dynamics of the COVID-19 public health emergency.**



# Chapter 3

## Recovery Implementation

### OVERVIEW

The primary objective during a recovery for LACCD is to transition back to normal operations with minimal disruption to the performance of essential functions, including academic and business services.

### RECOVERY OPERATIONS

While the planning for a recovery begins during the emergency itself, recovery operations traditionally begin when the primary emergency is over or has been contained to the point that additional emergency responses are no longer needed. Using a variety of situational reports and analysis and/or input from federal, state or local authorities, the Chancellor, or designee, (the Deputy Chancellor or the EOC Director) will ascertain that the emergency situation has subsided or ended and is unlikely to reoccur so that recovery operations can be fully implemented.

The EOC Director, in consultation and collaboration with the Chancellor, then directs EOC personnel to begin recovery operations. For the purposes of response to the COVID-19 public health emergency, it was determined, in keeping with federal, state and county guidance, that a phased approach to recovery was best. The decision regarding the movement through the various recovery stages are based on this same guidance. Recovery Operations may be incorporated into LACCD Board Policies, Administrative Regulations and reflected in the EOC Recovery Policies. Determining the recovery status must include the following actions.

#### Assess the Colleges

During recovery operations, the College President, in consultation with the EOC Director and Subject Matter Experts (SME) shall continually assess the status of the college and its operational capabilities. This assessment will help determine the Recovery Stage for the District.

Upon determining status, the College President, in consultation with the LACCD EOC, determines the amount of time needed to repair/reconfigure the campus property and functionality. Should the college decide to repair/reconfigure the college, the President is responsible for supervising the repair/reconfiguration process and notifying the LACCD EOC of the status of repairs, including estimates of when the repairs will be completed.

#### EOC Evaluation of Assessment Results

Based on the assessment results, EOC determines next steps regarding the required Recovery level and associated actions or logistical requirements.

Once the Recovery level is determined, the processes and procedures described below will be implemented. It should be noted that these processes and procedures are the same regardless of what stage of the recovery the District is in. It is the Recovery level that determines the degree to which steps are executed.

**TABLE 3.1 RECOVERY OPERATIONS PROCESSES AND PROCEDURES**

Process/Procedure	Description
<p><b>Conduct building assessment/recovery operations</b></p>	<p>The following individuals will initiate and coordinate operations to restore, and recover the College’s operations after coordination with the appropriate Local, State, and Federal agencies:</p> <ul style="list-style-type: none"> <li>• The EOC Director serves as the Recovery Manager for the overall Recovery process.</li> <li>• Each College designates a Recovery point-of-contact to work with the EOC Liaisons and updates the EOC on developments regarding Recovery and provides names of Recovery points-of-contact to the EOC Operations section chief.</li> </ul>
<p><b>Conduct security, safety, and health assessment</b></p>	<p>Before reopening the college, the college president or designee in consultation with the EOC Director conducts security, safety, and health assessments to determine facility suitability.</p> <ul style="list-style-type: none"> <li>• The ICC Director verifies that all systems, communications, and other required capabilities are available and operational and that the college is fully capable of accomplishing all essential functions and operations.</li> </ul>
<p><b>Reoccupy primary operating facility, or reconfigured operating facility</b></p>	<p>Once the College President, in consultation with the EOC, makes the decision that the college can be reoccupied, the following steps are taken:</p> <ul style="list-style-type: none"> <li>• The LACCD EOC Director notifies the Chancellor and BOT.</li> <li>• The ICC develops space allocation and facility requirements.</li> <li>• The college ICC notifies all personnel that the emergency or threat of emergency has passed, and actions required of personnel in the Recovery process using [insert method of communication here].</li> <li>• The college ICC develops procedures, as necessary, for restructuring staff.</li> </ul>
<p><b>Phase-down and return of personnel, equipment, and documents</b></p>	<p>Upon verification that the required capabilities are available, operational, and the colleges are fully capable of accomplishing all essential functions and operations the college ICC begins supervising a return of personnel, equipment, and documents to the appropriate operating facility.</p> <ul style="list-style-type: none"> <li>• The phase-down and return of personnel, functions, and equipment follows the priority-based plan and schedule as part of Stage V.</li> </ul>
<p><b>Transfer essential functions, cease Recovery operations, <u>and</u> return to the college</b></p>	<p>When the college is ready to resume normal operations, the remaining LACCD staff working remotely shall return to the college campus.</p> <ul style="list-style-type: none"> <li>• The ICC Director oversee(s) the orderly transition of all the college’s functions, personnel, equipment, and records to the college</li> <li>• The ICC Finance section develops a process for receiving and processing employee claims during the Recovery event, including processing human capital claims (including, workman’s compensation for injuries, overtime pay, etc.) and replacing lost or broken equipment.</li> <li>• The ICC Finance Section works with the EOC to process all claims related to the event</li> </ul>
<p><b>Prepare to conduct after action review</b></p>	<p>The LACCD EOC prepares to conduct an after-action review and develop an AAR/IP as part of the steps in Stage V to demobilize, prepare documents for reimbursement and prepare for the next emergency.</p>

## **POST-RECOVERY**

The LACCD EOC implements post-Recovery activities after the Recovery event is over and focuses on conducting normal operations and reviewing and evaluating the Recovery implementation process.

The actual steps for this will be included in Stage V of the District's Recovery Plan. This includes developing an AAR/IP for the purposes of summarizing the Recovery event, identifying opportunities to improve and enhance the organization's Recovery program, plans, and capabilities; and developing an approach to implementing improvements. The post-Recovery activities described below apply regardless of the Recovery level.

In addition, LACCD EOC and College ICC personnel will be available to engage in a series of debriefs, internal and external, to improve plans and response capabilities, prepare final reports or presentations per direction of the Chancellor and/or Deputy Chancellor/ EOC Director.

# Chapter 4

## Resource and Capability Requirements

### OVERVIEW

A key planning element is to identify and ensure the availability of the resources and capabilities needed to support recovery operations. The forms shown below are examples of the process used to help determine the resources and capabilities including people, equipment, furniture, and supplies as well as other capabilities such as internet and telephony connectivity, communications and information technology. Ensuring that these requirements can be met is key to the LACCD EOC's ability to effectively transfer and continue performance of normal functions. The specific requirements will depend on the recovery level, but, in general, the requirements will be similar and the forms below will help map out the EOC workflow strategies outlined in the EOC section matrices included in the appendices of this Recovery Plan.

### Recovery Stage I (Continue Online Learning and Preparing for Recovery)

The LACCD EOC resource and capability requirements to support Recovery operations under Recovery Stage I include but are not be limited to those listed below.

**Table 4.1 Recovery Stage I Resource and Capability Requirements**

Resource/Capability	Description
Personnel	[position/title] [position/title] [position/title] [position/title]
Space	[amount] offices, [square feet] each [amount] cubicles, [square feet] each [amount] conference rooms, [square feet] each
Furniture	[amount] desks [amount] chairs [amount] workstations [other]
Communications	[amount] telephones (non-secure) with voice mail [amount] telephones (secure)
Information Technology	[amount] desktop computers [amount] laptops [other]
Internet Access/Connection	[insert specifications/requirement]
Local Area Network Access/Connection	[insert specifications/requirement]
Video Teleconference	[insert specifications/description]
Landlines	[insert specifications/description]

## Recovery Stage II (Very Limited In-Person Instruction for Classes That Were Not Able to Convert in Spring 2020)

The LACCD EOC's resource and capability requirements to support Recovery operations under Recovery Stage II include but are not be limited to those listed below.

**Table 4.2 Recovery Stage II Resource and Capability Requirements**

Resource/Capability	Description
Personnel	[position/title] [position/title] [position/title] [position/title]
Space	[amount] offices, [square feet] each [amount] cubicles, [square feet] each [amount] conference rooms, [square feet] each
Furniture	[amount] desks [amount] chairs [amount] workstations [other]
Communications	[amount] telephones (non-secure) with voice mail [amount] telephones (secure)
Information Technology	[amount] desktop computers [amount] laptops [other]
Internet Access/Connection	[insert specifications/requirement]
Local Area Network Access/Connection	[insert specifications/requirement]
Video Teleconference	[insert specifications/description]
Landlines	[insert specifications/description]

### Recovery Stage III (some in-person but not completely restored)

The LACCD EOC's resource and capability requirements to support Recovery operations under Recovery Stage III include but are not be limited to those listed below.

**Table 4.3 Recovery Stage III Resource and Capability Requirements**

Resource/Capability	Description
Personnel	[position/title] [position/title] [position/title] [position/title]
Space	[amount] offices, [square feet] each [amount] cubicles, [square feet] each [amount] conference rooms, [square feet] each
Furniture	[amount] desks [amount] chairs [amount] workstations [other]
Communications	[amount] telephones (non-secure) with voice mail [amount] telephones (secure)
Information Technology	[amount] desktop computers [amount] laptops [other]
Internet Access/Connection	[insert specifications/requirement]
Local Area Network Access/Connection	[insert specifications/requirement]
Video Teleconference	[insert specifications/description]
Landlines	[insert specifications/description]
Satellite for Voice/Data	[insert specifications/description]
Uninterruptible Power Supply	[insert specifications/description]
Backup Power	[insert specifications/description]
Security-Physical	[insert description]
Security-IT	[insert description]
Lighting	[insert description]
Emergency Lighting	[insert description]
Parking	[insert description]
Public Access Transport	[insert description]
Special Accommodations	[insert description]
[Other]	[insert description]

## Recovery Stage IV (Most College Operations Are Restored)

The LACCD EOC's resource and capability requirements to support Recovery operations under Recovery Stage IV include but are not be limited to those listed below.

**Table 4.4 Recovery Stage IV Resource and Capability Requirements**

Resource/Capability	Description
Personnel	[position/title] [position/title] [position/title] [position/title]
Space	[amount] offices, [square feet] each [amount] cubicles, [square feet] each [amount] conference rooms, [square feet] each
Furniture	[amount] desks [amount] chairs [amount] workstations [other]
Communications	[amount] telephones (non-secure) with voice mail [amount] telephones (secure)
Information Technology	[amount] desktop computers [amount] laptops [other]
Internet Access/Connection	[insert specifications/requirement]
Local Area Network Access/Connection	[insert specifications/requirement]
Video Teleconference	[insert specifications/description]
Landlines	[insert specifications/description]
Satellite for Voice/Data	[insert specifications/description]
Uninterruptible Power Supply	[insert specifications/description]
Backup Power	[insert specifications/description]
Security-Physical	[insert description]
Security-IT	[insert description]
Lighting	[insert description]
Emergency Lighting	[insert description]
Parking	[insert description]
Public Access Transport	[insert description]
Special Accommodations	[insert description]
[Other]	[insert description]

## Recovery Stage V (Most College Operations Are Restored)

The LACCD EOC's resource and capability requirements to support Recovery operations under Recovery Stage V include but are not be limited to those listed below.

**Table 4.5 Recovery Stage V Resource and Capability Requirements**

Resource/Capability	Description
Personnel	[position/title] [position/title] [position/title] [position/title]
Space	[amount] offices, [square feet] each [amount] cubicles, [square feet] each [amount] conference rooms, [square feet] each
Furniture	[amount] desks [amount] chairs [amount] workstations [other]
Communications	[amount] telephones (non-secure) with voice mail [amount] telephones (secure)
Information Technology	[amount] desktop computers [amount] laptops [other]
Internet Access/Connection	[insert specifications/requirement]
Local Area Network Access/Connection	[insert specifications/requirement]
Video Teleconference	[insert specifications/description]
Landlines	[insert specifications/description]
Satellite for Voice/Data	[insert specifications/description]
Uninterruptible Power Supply	[insert specifications/description]
Backup Power	[insert specifications/description]
Security-Physical	[insert description]
Security-IT	[insert description]
Lighting	[insert description]
Emergency Lighting	[insert description]
Parking	[insert description]
Public Access Transport	[insert description]
Special Accommodations	[insert description]
[Other]	[insert description]

## Recovery Team Contact List

In addition to the above-shown forms, the EOC also will develop a new Recovery organizational matrix and contact sheet, example below, to help provide personnel structure to the recovery efforts. It is anticipated that many of the EOC positions will transfer over to the recovery, however, given the anticipated longevity of the emergency and the multi-phase approach to the recovery, it is important to have a completed personnel roster with primary and secondary shifts, similar to the existing structure for the LACCD EOC operations now engaged.

Titles/Organization	Primary	Alternate
Recovery Manager [insert organization office]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [senior leadership]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [senior leadership]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from facilities/building management]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from safety]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from security]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from logistics, acquisition, construction]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from IT]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from administration]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:

# Appendices

*This page has been left intentionally blank. See next pages for appendices.*

## APPENDIX A: Organizational Contacts (internal and external)

Titles/Organization	Primary
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:

**APPENDIX B:**

During Recovery operations, the LACCD EOC's essential functions will be transferred back to the ESC/college as listed below.

[Enter entity name] [Office/Division/Branch Name]

Recovery Priority	Essential Function
1.	[Enter the essential functions for this office/division here]
2.	
3.	
4.	
5.	

[Enter entity name] [Office/Division/Branch Name]

Recovery Priority	Essential Function
1.	[Enter the essential functions for this office/division here]
2.	
3.	
4.	
5.	

[Enter entity name] [Office/Division/Branch Name]

Recovery Priority	Essential Function
1.	[Enter the essential functions for this office/division here]
2.	
3.	
4.	
5.	

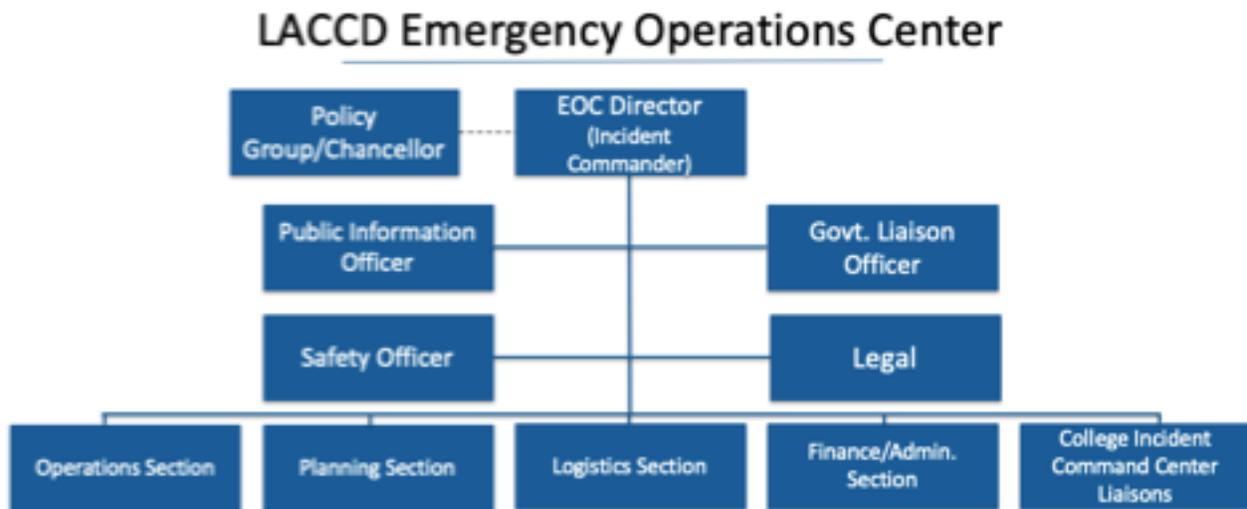
## APPENDIX C: Key

AAR/IP	After Action Report/Improvement Plan
BOT	LACCD Board of Trustees
C-19	COVID-19 Virus
CBA	Collective Bargaining Agreement
CDC	Center for Disease Control
DAS	District Academic Senate
EOC	LACCD Emergency Operations Center
ICC	College Incident Command Center
ICS	Incident Command System
IT	LACCD Information Technology Division
LACDPH	Los Angeles County Department of Public Health
LASD	Los Angeles County Sheriff's Department
NIMS	National Incident Management System
MOU	Memorandum of Understanding
PPE	Personal Protective Equipment
PIO	Public Information Officer
SME	Subject Matter Expert

## APPENDIX D: EOC Work Plan Matrices

LACCD's Recovery Plan includes matrices broken down by Emergency Operation Center (EOC) functions and/or departments.\* Each function and/or department's matrix details specific activities and services that will take place during the 5-Stage Reopening Process.

See all functions and/or departments below:



LACCD's Emergency Operation Center is structured within FEMA's Incident Command System framework.

\* Please note there is no matrix for the EOC's Legal department.

## EOC Recovery Plan Matrix: Communications (5/11/20)

### STAGE 1

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
First Responder for EOC activation (first in and last out)	ICS	Issue news release for EOC activation	March 18 forward	Communications Director
Coordinate all subsequent news releases	Crisis comms model of coordinated, single voice	Posted on <a href="http://www.laccd.edu">www.laccd.edu</a>	Various dates	Communications Director
Coordinate with PIO Team at colleges on college-specific messages for students, faculty and staff; plus social media and website postings	Single-voice concept for crisis communications	External and internal audiences	ongoing	Communications Director and PIO Team
Create new coronavirus pages within District website	Curate public-facing data as single source of info for public, District community that allows Colleges to point to District pages	<a href="http://www.laccd.edu/coronavirus">www.laccd.edu/coronavirus</a>	Ongoing with expansion as needed	Communications Director, Asst PIO and IT
Regular postings of info on District's Facebook, Twitter, Instagram and LinkedIn owned platforms	As quickly as possible and as frequently as possible	FB Twitter Instagram LinkedIn YouTube	Ongoing	Communications Director
Work with Chancellor, Board of Trustees on messaging	Provide BoT, Chancellor, Exec Team and Presidents with regular briefings	Internal situational awareness intelligence	Several times per week	Communications Director

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Advise Chancellor Cabinet; College Presidents on messaging	Crisis comms model; respond to media inquiries	constant	ongoing	Communications Director and PIO Team
Create uniform graphics for District and colleges to use	Uniform graphics for all to use on topic-specific	Internal and external platforms	ongoing	Ass't PIO Alex Bruno
Create and curate FAQs in English and Spanish for website	Primarily student focused	website	ongoing	Mercury, PIO Team, IESS
Create series of video PSAs on District response to COVID-19 emergency	Companion to written materials;	Website and social media	Ongoing as needed	Novela, Communications Director, PIOs
Support the communication needs of the District's Foundation and the colleges' foundations	Per Foundation Executive Director Michael Fuller in coordination with the EOC	Public-facing, but also student specific	Ongoing	

## EOC Recovery Plan Matrix: Communications (5/11/20)

### STAGE 2

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Create and distribute districtwide safety advisories per EOC in support of response and recovery, including advisories and notices on campus access, employee responsibilities, training, faculty status, etc.	EOC, HR, Chancellor and others as needed	website	As needed	Communications Director, IT, PIO Team

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Financial Info distribution, such as CARES distributions	EOC, Finance, IESS	External to students, media, etc.	Ongoing	PIO Team, student email system
Create Master Calendar of communications, platforms and schedules for different types of communication to be distributed by District and Colleges	PIO Team	internal	ongoing	Mercury
Continue to update, curate FAQs in English and Spanish for website	Input from variety of sources throughout District and outside stakeholders such as Public Health, state etc.	website	Ongoing	Mercury
Create new video PSAs in support of District, College efforts	Communications Director	Website, email and social media	ongoing	Mercury and Novela
Continue to coordinate all news releases, media statements and advisories on emergency for single-voice consistency by District and Colleges	Communications Director and PIOs	With news media and on websites, social media	ongoing	PIO Team, with Mercury
Participation in all County Health Telebriefings for Colleges and Higher Education	Access to telebriefings	Internal to EOC, ICCs and Chancellor Cabinet	ongoing	Communications Director
Participation in Special Advisory Groups or Task Forces internal and external for reports	Access to meetings, per Chancellor	Internal as needed; external for participation/responses	Ongoing	Communications Director
Established weekly, public-facing EOC reports to replace prior email methods of communicating with BoT, others on EOC status	Access to meetings, reports, etc.	Weekly email to BoT, Chancellor, Cabinet, Presidents, ICC and others	weekly	Communications Director

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resources</b>
Curation of reports, documentation and other forms/records in support of EOC	ICS	internal	ongoing	Mercury
Promotion and general awareness of Stage 2 status	EOC Policy, Chancellor, BOT	All available platforms	ongoing	Communications Director, PIO Team and Mercury
Outside networking for communications with State Chancellor's Office	Crisis comms coordination of messaging	News releases, photos, newsletters, news media	Ongoing	Communications Director
Outside networking with other community colleges for recovery response	Coordination of messaging and leveraging of limited resources	tbd	tbd	Communications Director
Ongoing support to all levels of operation of EOC, ICCs, Chancellor Cabinet, BOT as needed, other duties as assigned	Per Chancellor and EOC	All platforms and resources as needed	As needed, ongoing	Communications Director, PIO Team and Mercury
Continue supporting District Foundation for fund raising awareness and recognition	Per Foundation	All platforms as appropriate	ongoing	same

**EOC Recovery Plan Matrix: Communications (5/11/20)**

**STAGE 3**

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resources</b>
<p>In general, the need continues for robust communications and a continuation of the communications activities already outlined and as noted above in Stages 1 &amp; 2, specifically:</p> <p>Support the District, the EOC, Colleges &amp; ICCs, Chancellor and BoT with full range of communications, news releases, media relations, newsletters, social media, video PSAs, weekly reports, photos, graphics—all resources to help keep internal and external audiences informed with timely and accurate information</p>	<p>As much information as possible, as quickly as possible. Get the right information to the right audiences at the right time for informed decision making and their own activities to understand the District’s status and challenges as Stage 3 begins to open up more access to the District offices and colleges.</p> <p>This will be a critical time for the District and the Colleges in terms of opening up, testing, responses, social distancing and related issues. Communications is a critical component for this phase and must be included in all meetings to understand decisions and timelines to develop the right communications.</p>	<p>Internal and External, using the same platforms and methods as described in Stages 1 and 2; additional communications could be needed, such as advertising, special broadcast announcements</p>	<p>ongoing</p>	<p>All available resources, internal and external will be needed as this stage requires expert timing</p>

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Continue networking and leveraging communications with State Chancellor's Office and with other LA-area community colleges	Provide District communications voice to regional and statewide crisis comms	Public	As needed	Communications Director
Weekly public-facing EOC report	Access to all meetings and reports	email	ongoing	Communications Director
Participation in all outside group meetings and Public Health telebriefings for communications	Per EOC and Chancellor	Primarily internal	ongoing	Communications Director

### EOC Recovery Plan Matrix: Communications (5/11/20)

#### STAGE 4

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Begin developing demobilization communications strategies for District EOC and Colleges ICC in anticipation of Stage 5 rollout	EOC Policy, EOC Command	Internal only until Stage 5	Ongoing as appropriate	Communications Director, Asst PIO
Coordinate Stage 4 communications with College PIOs for "open" high risk activities; this would build upon and modify, as needed, the "open" comms for Stage 3	EOC policy	Internal and External	ongoing	All hands
Weekly public-facing reports as already noted	Per EOC and Chancellor	internal	ongoing	Communications Director

### EOC Recovery Plan Matrix: Communications (5/11/20)

#### STAGE 5

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Transition back to "normal" pre-emergency operations for	EOC Policy, Chancellor,	tbd	tbd	

communications for District and colleges				
Help finalize all reports, documentation and other info for demob	ICS	internal	ASAP	Mercury
Issue final end-of activation news release that EOC closed	ICS	News release	At end of EOC operations	Communications Director
It should be noted that when the EOC is deactivated and the emergency response is not needed, there will continue to be post-recovery communications needed related to the COVID-19 emergency; including health and social distancing reminders, as needed; assistance to the Student Health Centers, and post-emergency communications with the State, other colleges, public health and other outside entities; essentially communications needed are last-out of EOC and continue long afterwards		Internal and external	As needed	Communications Director and PIO Team

**EOC Recovery Plan Matrix: Safety (5/11/20)**

**STAGE 1**

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>
Monitor the rate of spread of the virus, Participate in public health meetings and briefings.	White House; State of California; Local	Coordination with the LACDPH	On-going	Email and hotline (LACDPH)

Activities/ Services	Requirements/ Guidance	Communication Needs	Timelin e	Resources
Monitor all reported cases and track contacts.	Ticketing system and wellness checks/ CDC and LACDPH	Communication to students and staff about reporting cases; coordination with the ICC's to ensure proper notification and tracking of c-19 cases with dispositions; S	On-going	Students; staff; ICC's
Monitor that public health criteria are met	LACCD Safety advisories; LACDPH; CDC, State of CA	Notifications to: ICC, EOC, coronavirus fact page; Students, staff and guests	On-going	Briefings, conference calls; guidance
Investigate and respond to C-19 reports – investigate reports and make determination for: Quarantine, notification to the college, and college/building closures	LACCD safety advisories, HR guidance; LACDPH guidance	Students, staff, guests, college ICC and the EOC; Access to SAP and SIS systems	On-going	Notifications into the EOC ticketing system
Establish proper PPE for each participant/activity	Facial coverings for all students, employee and guests; some employees have additional PPE requirements as per CBA's and Safety advisories; at present there is a nationwide shortage of PPE	EOC and college presidents and PIO's; faculty and staff	On-going	LACCD policy; OSHA; CDC; LACDPH; CBA
Proper social distancing criteria for activity	CDC; LACDPH; LACCD Policy/Advisories	EOC and college presidents and PIO's; faculty and staff	On-going	LACCD policy; OSHA; CDC; LACDPH;
Respond to inquiries related to safety issues at the colleges	LACCD policy; OSHA; CDC; LACDPH; CBA's	EOC, ICC's and college facilities; Managers, supervisors, field staff	On-going	

Activities/ Services	Requirements/ Guidance	Communication Needs	Timelin e	Resources
Physical access and egress of the campus	Advisory from EOC for the ICC to work with the LASD to develop plans	ICC's and LASD	On-going	LASD and VPA's
Respond to inquiries to the Hotline and coronavirus email	Give the callers information and create tickets and assign to the related EOC section for follow-up	Colleges need to develop customer service hotlines	On-going	EOC/Colleges
Manage and ensure work in the ticketing system is completed	EOC personnel input and follow-up on information that is entered into ticket system	EOC personnel	On-going	Build-fresh software
Participate in EOC/ICC briefings - report out on updated guidance, statistics	Ensure the situational awareness and the EOC working in conjunction with the ICC's are working in a coordinated effort.	EOC and College ICC personnel	On-going	Zoom software
Ensuring the overall safety and security of all college facilities	Working with the sheriff, crime and incident reporting	Email and cellular	On-going	

### EOC Recovery Plan Matrix: Safety (5/11/20)

#### STAGE 2

Activities/ Services	Requirements/ Guidance	Communication Needs	Timelin e	Resources
Monitor the rate of spread of the virus	White House; State of California; LACDPH	Notifications when guidance is released/ revised; Faculty, staff and students; ICC to EOC; student health centers	On-going	Media

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication Needs</b>	<b>Timelin e</b>	<b>Resources</b>
Monitor all reported cases and track	Ticketing system and wellness checks/ CDC and LACDPH	Communication to students and staff about reporting cases; coordination with the ICC's to ensure proper notification and tracking of c-19 cases with dispositions; Student health centers	On-going	Students; staff; ICC's
Monitor that public health criteria are met	LACDPH briefings; students, staff, LASD, and guests; Student health centers; Student services	Notifications to: ICC, EOC, coronavirus hotline, and email	On-going	Hotline and email
Monitor that sufficient testing is occurring	Unknown at this time, awaiting guidance	LACDPH and TBD		
Establish proper PPE for each participant/activity	Facial coverings for all students, employee and guests; some employees have additional PPE requirements as per CBA's and Safety advisories; at present there is a nationwide shortage of PPE	EOC and college presidents and PIO's; faculty and staff	On-going	LACCD policy; OSHA; CDC; LACDPH; CBA
Proper social distancing criteria for activity	CDC; LACDPH; LACCD Policy/Advisories	EOC and college presidents and PIO's; faculty and staff	On-going	LACCD policy; OSHA; CDC; LACDPH;
Establish personal hygiene per public health protocols - handwashing stations; hand sanitizer (add personal protection from pandemic plan)	Guidance is TBD; LACCD policy; OSHA; CDC; LACDPH; At present there is a nationwide shortage of hand sanitizers and related materials	EOC, ICC's and college facilities	TBD	
Establish physical access and egress of the campus	Advisory from EOC for the ICC to work with the LASD to develop plans	ICC's and LASD	On-going	

Activities/ Services	Requirements/ Guidance	Communication Needs	Timelin e	Resources
Enforcement criteria for LASD	Need policy from the Chancellor			
Enforcement criteria for non-law enforcement personnel	Need policy from the chancellor; meet and confer with labor; students	Chancellor; BOT; Labor groups; IESS;	TBD	
Establish levels of responsibility of employer, employee, student, law enforcement	Same as above.			

**EOC Recovery Plan Matrix: Safety (5/11/20)**

**STAGE 3**

Activities / Services	Requirements / Guidance	Communication Needs	Timelin e	Resource s

**EOC Recovery Plan Matrix: Safety (5/11/20)**

**STAGE 4**

Activities / Services	Requirements / Guidance	Communication Needs	Timelin e	Resource s

**EOC Recovery Plan Matrix: Safety (5/11/20)**

**STAGE 5**

Activities / Services	Requirements / Guidance	Communication Needs	Timelin e	Resource s

**EOC Recovery Plan Matrix: External Relations (5/11/20)**

**STAGE 1**

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resources</b>
Develop advocacy strategy to keep local, state and federal external stakeholders informed of LACCD's Recovery Phase 2 plans and preparation	Lead advocacy efforts in support of LACCD policy and budgetary needs with Local, State and Federal governments	1-2 page summaries on LACCD's Coronavirus Response	Periodic	City, county, state and federal advocates, and individual relationships
Track and share city, county, state, and federal updates on COVID-19 related information, particularly related to closure requirements, access to clinical placements, testing, etc.	Monitor daily local, state and federal announcements, press, and related COVID-19 information and report back to EOC	Daily oral updates to EOC memorialized by daily reports	Daily	Individual relationships within government entities, press subscriptions

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Communicate LACCD needs with city, county, state and federal entities, particularly related to student needs related to the digital divide (wi-fi, hardware and software), access to testing and mental health services, housing, student supports,</p>	<p>Engage in weekly calls with local, state and federal advocates to relay information related to specific LACCD needs and plan and execute advocacy strategy.</p> <p>Plan and develop Legislative and public Affairs Agenda to keep BOT and Chancellor informed and engaged in policy and budget advocacy efforts.</p> <p>Plan, organize and execute briefings for legislators and staff</p> <p>Plan, organize and execute briefings for local, state and federal departments/ administration</p>	<p>Briefing materials that outline and explain LACCD policy and budgetary needs</p>	<p>As needs become clear</p>	<p>City, county, state and federal advocates</p>

**EOC Recovery Plan Matrix: External Relations (5/11/20)**

**STAGE 2**

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>
Develop advocacy strategy to keep city, county, state and federal external allies, stakeholders, gatekeepers informed of LACCD's Recovery Phase 2 plans and preparations, and challenges being faced	Prep advocacy entities in support of LACCD phased reopening efforts, and seek their insight and understanding and support related to LACCD policy and budgetary needs in relation to local, state and federal government entities	1-2 page summary on LACCD's Coronavirus Response	Periodic	City, county, state and federal advocates, and individual relationships
Track and share local, state, federal updates on COVID-19 related continuing closures and early re-opening efforts	Monitor daily local, state and federal announcements and relevant press related to COVID-19 and report back to EOC on the continuing campus closures and early reopening efforts, testing availability, testing requirements, contact tracing requirements, interaction with relief efforts, etc.	Daily oral updates to EOC, memorialized by daily reports	Daily	Individual relationships within government entities, press subscriptions

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Communicate LACCD needs with local, state and federal entities, particularly as it relates to LACCD reopening efforts, CDC's clinical placements, student needs, employee needs, college needs, district needs.	<p>Engage in weekly calls with local, state and federal advocates to relay information related to LACCD needs and plan and execute advocacy strategy.</p> <p>Plan and develop Legislative and public Affairs Agenda to keep BOT and Chancellor informed and engaged in policy and budget advocacy efforts.</p> <p>Plan, organize and execute briefings for legislators and staff</p> <p>Plan, organize and execute briefings for local, state and federal departments/administration</p>	Briefing materials that outline and explain LACCD policy and budgetary needs	As needs become clear	City, county, state and federal advocates

### EOC Recovery Plan Matrix: External Relations (5/11/20)

#### STAGE 3

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Develop advocacy strategy to keep local, state and federal external stakeholders informed of LACCD's Recovery Phase 2 plans and preparation	Lead advocacy efforts in support of LACCD policy and budgetary needs with Local, State and Federal governments	1-2 page summary on LACCD's Coronavirus Response	Immediate	
Track and share local, state, federal updates on COVID-19 related information	Monitor daily local, state and federal announcements related to COVID-19 and report back to EOC			

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resource s</b>
Communicate LACCD needs with local, state and federal entities	<p>Engage in weekly calls with local, state and federal advocates to relay information related to LACCD needs and plan and execute advocacy strategy.</p> <p>Plan and develop Legislative and public Affairs Agenda to keep BOT and Chancellor informed and engaged in policy and budget advocacy efforts.</p> <p>Plan, organize and execute briefings for legislators and staff</p> <p>Plan, organize and execute briefings for local, state and federal departments/administration</p>	Briefing materials that outline and explain LACCD policy and budgetary needs	Immediate	

**EOC Recovery Plan Matrix: External Relations (5/11/20)**

**STAGE 4**

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resource s</b>
Develop advocacy strategy to keep local, state and federal external stakeholders informed of LACCD's Recovery Phase 2 plans and preparation	Lead advocacy efforts in support of LACCD policy and budgetary needs with Local, State and Federal governments	1-2 page summary on LACCD's Coronavirus Response	Immediate	
Track and share local, state, federal updates on COVID-19 related information	Monitor daily local, state and federal announcements related to COVID-19 and report back to EOC			

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Communicate LACCD needs with local, state and federal entities	<p>Engage in weekly calls with local, state and federal advocates to relay information related to LACCD needs and plan and execute advocacy strategy.</p> <p>Plan and develop Legislative and public Affairs Agenda to keep BOT and Chancellor informed and engaged in policy and budget advocacy efforts.</p> <p>Plan, organize and execute briefings for legislators and staff</p> <p>Plan, organize and execute briefings for local, state and federal departments/administration</p>	Briefing materials that outline and explain LACCD policy and budgetary needs	Immediate	

**EOC Recovery Plan Matrix: External Relations (5/11/20)**  
**STAGE 5**

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Develop advocacy strategy to keep local, state and federal external stakeholders informed of LACCD's Recovery Phase 2 plans and preparation	Lead advocacy efforts in support of LACCD policy and budgetary needs with Local, State and Federal governments	Provide Final Report		
Track and share local, state, federal updates on COVID-19 related information	Monitor daily local, state and federal announcements related to COVID-19 and report back to EOC			

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Communicate LACCD needs with local, state and federal entities	<p>Engage in weekly calls with local, state and federal advocates to relay information related to LACCD needs and plan and execute advocacy strategy.</p> <p>Plan and develop Legislative and public Affairs Agenda to keep BOT and Chancellor informed and engaged in policy and budget advocacy efforts.</p> <p>Plan, organize and execute briefings for legislators and staff</p> <p>Plan, organize and execute briefings for local, state and federal departments/administration</p>			

### EOC Recovery Plan Matrix: Operations (5/11/20)

#### STAGE 1

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Establish staggered schedules for essential maintenance and operations staff to be able to telecommute	Provide professional development curriculum for days that staff are assigned to work from home	EOC Health & safety provide links	April 13, FEMA IS-00100(c) April 20 FEMA IS-0700(b)	FEMA Emergency Management Institute
Weekly PPE inventory	Check PPE inventory weekly at all colleges and ESC and report status to EOC in coordination with logistics	OPS to Logistics ESC only. Garage and Floors 1-9 weekly	Commenced inventory 04/11/20 and continued to present.	None.

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Draft, publish, and enforce safety advisories	Advisories include: Essential Worker social distancing April 17 from LA County Public Health face coverings (LA City Worker Protection Order Issued April 7 custodial cleaning and disinfecting activities and proper use of PPE (OSHA guide) prioritization of spaces and tasks with respect to cleaning activities	Provided social distancing and face coverings to COMMS  Use of face coverings safety advisory	April 7 LA City April 9 face coverings Covid-19 Cleaning College Facilities April 9 (revised April 17 to include social distancing advisory)	None.
Verify certification status of PPE through appropriate testing procedures as needed	Activities may include: N95 fit test KN95 fit test Face shield evaluation Vent proof goggles evaluation Cleaning/disinfecting product label and SDS evaluation	OPS to Logistics for N95 and KN95 irritant fume qualitative respirator fit tests  OPS to DOCF	04/28/20- fit test failed on KN95, passed on N95  Face shield review on 4/15/20  04/17/20	8CCR5144 ANSI spec's OK on shields and goggles.  EPA REG NO. Guide on product labels

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Provide worker safety training	Bloodborne/airborne pathogens training. Disinfecting the Workplace for COVID-19. Cleaning Guidelines for COVID-19 (internal)  Other industrial EH&S safety training topics provided in-house, including the administrative requirements of a variety of business plans, except for those portions that require practical factors training.	American First Responder Contract  OPS TO DOCF'S	April 1, launch BBP April 24 launch Covid-19 Cleaning/Disinfecting April 28 and 30. Conducted two sessions on COVID-19 Cleaning Guides to Facilities Operations at 1000 and 1700.  Other safety training to begin May 19, 2020	\$18,700.00 to AFR Contract CO/PO 4500282211. \$9,100.00 to AFR Contract CO/PO 4500282211 COVID-19 Cleaning Presentation (In-house training). Total Fund 10002=\$27,800  In-house.
Provided for professional medical physician consultations to EOC sections and policy group	CDC NIH and LACO DPH Guides  Dr. Matthew Chan, MD	OPS to Planning, HRD, EOC MGMT	Consultations available immediately on from Dr. Chan.  EBTA for COVID-19 Fund 10002 submitted 05/17/20	Existing funds. \$5,000 requested from Fund 10002 (HRD). CO/PO 4500231257 Adventist Health OCC-MED Center, Glendale.
Hazardous waste functions	22CCR 66262.10 evaluate medical and other hazardous waste management for COVID-19 and Expired Chemicals	OPS TO DOCF'S AND VPA'S	End of fiscal year sweeps to be done by June 30,2020	CO/PO 4500265398 (funded) North State Environmental
Industrial hygiene	Sampling of air, surfaces, materials Instrument calibration	OPS to DOCF's regarding onsite analytical requests	Instrument Calibrations Due April 30, 2020	STA CO/PO 4500269001 Dick Munns (funded)

## EOC Recovery Plan Matrix: Operations (5/11/20)

### STAGE 2

Activities/Services	Requirements/Guidance	Communication	Timeline	Resources
Review building operational schedules (HVAC, lighting, etc.) to reflect changing building occupancy schedules	Colleges should periodically operate facilities systems as needed to ensure equipment remains operable Schedule buildings to start at least one hour before scheduled occupancy, and shut down buildings within 30 minutes of scheduled vacancy	ICC'S to DOCF's	72 hours? prior to entering Stage 2	NONE.
Establish new on-site work schedules for essential staff to reflect conditions at each college	EOC MGMT in consultation with EOC Policy and Advisory Group.	EOC TO ICC'S	72 hours? prior to entering Stage 2	None or HRD.
Resume preventative maintenance tasks that had been deferred during Stage 1	HVAC Filter changes and register cleaning Flush potable water lines in buildings that were previously closed Inspect waste discharge (sewer) lines, grease traps, storm drains, and clarifiers in buildings that were previously closed	OPS TO DOCF'S OPS TO ICC'S	24-hours prior to entering Stage 2 for that facility or system.	IN-HOUSE.
Develop cleaning and service schedule to support areas (labs, classrooms, offices, etc.) that reopen, on a site-by-site basis	EXISTING PROTOCOLS IN PLACE (PPE commensurate to the exposure risk level – low or medium)	EOC TO ICC'S	72 hours? prior to entering Stage 2	None or HRD.
Review fire/life/safety capabilities and protocols for buildings that are reopened in this stage	EXISTING PROTOCOLS PURSUANT TO STATE FIRE MARSHAL.	OPS TO FIRE SAFETY DIRECTORS (DOCF'S)	Within 72-hours? after entering Stage 2	Existing Reg 4 consultants and fire control system monitoring vendors.

Activities/Services	Requirements/Guidance	Communication	Timeline	Resources
Maintain prohibition on general assemblies involving more than ten persons, except academic/classroom activities as allowed	See physical safety criteria or default to 8CCR5199 Aerosol Transmissible Diseases Standard OR other CDC, LACO DPH protocols.	EOC TO ICC'S  EOC Comms to distribute	72 hours? prior to entering Stage 2	None.
Resume in-person safety training for essential staff (American Red Cross, FA/CPR/AED, confined space entry, and powered industrial truck operator) while maintaining social distancing and face covering protocols as appropriate, and convert some sections to remote training wherever possible	HOST AGENCY (ARC) GUIDELINES FOR CONDUCTING IN-PERSON CLASSES  PRACTICAL FACTORS TRAINING WITH SELECT VENDORS	OPS TO DOCF'S	Consistent with College Facilities O&M staff schedule.	In-house and EH&S vendors.  Existing contracts.

**EOC Recovery Plan Matrix: Operations (5/11/20)**

**STAGE 3**

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

**EOC Recovery Plan Matrix: Operations (5/11/20)**

**STAGE 4**

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

**EOC Recovery Plan Matrix: Operations (5/11/20)**

**STAGE 5**

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

**EOC Recovery Plan Matrix: Operations/Information Technology (5/11/20)**  
**STAGE 1**

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Establish Remote Operations for Student, Faculty and Staff: (Equipment)</p> <p>Establish Remote Operations for Student, Faculty and Staff: (Equipment) - CONTINUED</p>	<p>Students</p> <ul style="list-style-type: none"> <li>• Coordinate with the EOC and LACCD Foundation to determine viable options for acquisition and distribution of devices capable of connecting to online instructional tools and resources.</li> <li>• Provide assistance to LACCD Foundation on sourcing and funding devices, as applicable.</li> <li>• Coordinate with EOC, Cabinet and Colleges as applicable to determine appropriate strategies for SEA funds to provide student equipment, as applicable.</li> <li>• Aid with device sourcing, as applicable. (Research, stock determination, etc.)</li> </ul> <p>Faculty/Staff</p> <ul style="list-style-type: none"> <li>• Coordinate with ESC departments and College Administrative Services to determine end-user device needs.</li> <li>• Obtain emergency funding, as applicable, to purchase devices</li> <li>• Source devices, prepare them for distribution, and distribute to departments/colleges.</li> </ul>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <ul style="list-style-type: none"> <li>• The EOC</li> <li>• The LACCD Foundation</li> <li>• Finance</li> <li>• Cabinet</li> <li>• Device manufacturers/distributors</li> <li>• Department Leads for all departments</li> <li>• Administrative Services at each college</li> <li>• Business Services/Procurement</li> <li>• EPIE</li> </ul>	<p>Students: 4-8 weeks (completed)</p> <p>Faculty-Staff: 2-6 weeks (completed)</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• The Vice Chancellor and Chief Information officer</li> <li>• Department and Regional IT Managers (for faculty/staff equipment)</li> <li>• ESC-on-site resources to distribute staff/faculty devices</li> </ul> <p>All offices outside of OIT listed under "Communication Needs" will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p> <p>In addition, appropriate emergency funding for faculty and staff devices.</p>

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Establish Remote Operations for Student, Faculty and Staff: (Connectivity )</p> <p>Establish Remote Operations for Student, Faculty and Staff: (Connectivity )</p> <p>CONTINUED</p>	<p>Students/Faculty</p> <ul style="list-style-type: none"> <li>Coordinate with EPIE to identify Internet connectivity needs for students and faculty</li> <li>Research low/no cost options for Internet connectivity. Coordinate with EOC and District Communications to notify students of connectivity options.</li> <li>Advise District communications of changes in access options as they develop.</li> </ul> <p>Staff</p> <ul style="list-style-type: none"> <li>Advise staff as appropriate (via department leads) of Internet access options available.</li> <li>Set up multiple levels of VPN access to enable user bases at each college. (i.e. full-client VPN, SSL VPN, etc.)</li> <li>Expand, as feasible, Virtual Desktop Infrastructure (VDI) to enable access to ESC-located information resources.</li> <li>Determine which users require which types of VPN access and VDI access, as applicable. Provision and test access.</li> </ul>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>EPIE</li> <li>Finance</li> <li>Cabinet</li> <li>Device manufacturers/distributors</li> <li>Department Leads for all departments</li> <li>District Communications</li> <li>Business Services/Procurement</li> </ul> <p>In addition, IT Regional Managers will require coordination and communication with college VPs of Administration.</p>	<p>Internet Access: 1-2 weeks (complete)</p> <p>Secure District Communications (VPN): 2-3 weeks (complete)</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>The Vice Chancellor and Chief Information officer</li> <li>Department and Regional IT Managers (for faculty/staff equipment)</li> <li>Technical subject matter experts.</li> </ul> <p>All offices outside of OIT listed under “Communication Needs” will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p>

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Establish Remote Operations for Student, Faculty and Staff: (Support)</p> <p>Establish Remote Operations for Student, Faculty and Staff: (Support)</p> <p>CONTINUED</p>	<p>All</p> <ul style="list-style-type: none"> <li>Develop and enable single IT support website to consolidate support information for all District stakeholders.</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>Coordinate with EPIE to determine their student support strategy.</li> <li>Enable remote support communications technologies (VoIP, email, VPN) for technical staff supporting students.</li> </ul> <p>Faculty/Staff</p> <ul style="list-style-type: none"> <li>Establish a consolidated technical support model for District-wide support of LACCD employees. Identify technical resources for tiered (i.e. Tier 1/Tier 2) support. Train IT personnel as appropriate.</li> <li>Research, develop and implement lightweight ticketing system to field and monitor service requests. Train all IT personnel to support District employees with assistance of ticketing system.</li> <li>Implement phone and email support communications for ESC-located employees and employees at all colleges.</li> <li>Coordinate with EOC and District communications to notify all District employees of how they may obtain support.</li> <li>Track support metrics in the ticketing system to monitor progress and adjust/improve the support model as prudent.</li> </ul>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>EPIE</li> <li>Service Providers (VoIP, ticket management, etc.)</li> <li>Department Leads for all departments</li> <li>District Communications</li> <li>Business Services/Procurement</li> </ul> <p>In addition, IT Regional Managers will require coordination and communication with college VPs of Administration.</p>	<p>1-3weeks (complete)</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>The Vice Chancellor and Chief Information officer</li> <li>Department and Regional IT Managers (for faculty/staff equipment)</li> <li>Technical subject matter experts.</li> <li>All IT personnel.</li> </ul> <p>All offices outside of OIT listed under "Communication Needs" will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p>

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Enhance Remote Environment (Distance Education) Capabilities for Instruction – Learning Management System (Canvas LMS)</p>	<p>Students</p> <ul style="list-style-type: none"> <li>Implement Canvas LMS Course Shells for all courses (4500+) in the District</li> <li>Create profiles for all LACCD instructors that do not previously have an account (750+)</li> <li>Update all Canvas Shell enrollments for all new courses</li> <li>Coordinate with EPIE to provide technical details, as required, to incorporate into faculty training.</li> <li>Provide ongoing support to EPIE as required to identify and resolve technical issues and provide ongoing support.</li> </ul> <p>Staff: Coordinate with EOC to determine Canvas requirements for District staff that will require online courses related to the District Covid-19 Response Implement Canvas Shells and assign staff to courses as required.</p>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <p>For Students:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>EPIE</li> </ul> <p>For Staff:</p> <ul style="list-style-type: none"> <li>EOC</li> <li>HR</li> <li>Department Leads for all District-level departments</li> </ul>	<p>Students: 1-2 weeks (complete)</p> <p>Staff: 1 week (complete)</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>The Vice Chancellor and Chief Information officer</li> <li>The OIT SIS Team</li> <li>Technical subject matter experts.</li> </ul> <p>All offices outside of OIT listed under “Communication Needs” will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p>

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Enhance Remote Environment (Distance Education) Capabilities for Instruction – Video Conferencing (Zoom)</p> <p>Enhance Remote Environment (Distance Education) Capabilities for Instruction – Video Conferencing (Zoom)</p> <p>CONTINUED</p>	<p><b>Enablement</b></p> <ul style="list-style-type: none"> <li>Coordinate with the California Community College Chancellor’s Office (CCC) to obtain Zoom Professional Licenses for District Employees</li> <li>Integrate Zoom with the District’s Single Sign-On (SSO) system to auto-provision accounts.</li> <li>Develop instructional documentation for District employees to self-create Zoom accounts.</li> <li>Coordinate with EPIE and District Communications to distribute account enablement instructions for new accounts, and convert pre-existing accounts to LACCD Zoom accounts as prudent.</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>Research best practices for security of Zoom sessions. Monitor developments.</li> <li>Coordinate with EPIE to draft and update Zoom best practice recommendations for safe video conferencing.</li> <li>Train IT support staff (as applicable) on safe Zoom practices.</li> <li>Monitor safety (i.e. “ZoomBombing” incidents via the ticketing system, and update the EOC on statistics on a regular basis.</li> </ul>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>CCC</li> <li>EPIE</li> <li>OGC</li> <li>Safety and Risk Management</li> <li>District Communications</li> </ul>	<p>Enablement: 1 week (Complete)</p> <p>Safety: 1-2 weeks (Complete)</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>The Vice Chancellor and Chief Information officer</li> <li>The Chief Information Security Officer</li> <li>ESC Department managers (SIS, SSE)</li> <li>Technical Subject Matter Experts</li> <li>IT support personnel.</li> </ul> <p>All offices outside of OIT listed under “Communication Needs” will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p>

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Enhance Remote Student Instruction and Support Capabilities for Student Services (counseling, proctoring, accessibility, academic integrity, etc.)</p>	<ul style="list-style-type: none"> <li>• Coordinate with EPIE and the Academic Senate, as applicable, to identify instructional support technologies to implement (i.e. Cranium Café, Proctorio, Turnitin, Blackboard Ally, Labster, EON AVI, etc.)</li> <li>• Coordinate with EPIE and Office of Diversity, Equity and Inclusion to determine appropriate remote instructional services to implement in support of students with accessibility needs.</li> <li>• Research integration requirements of technologies to be implemented.</li> <li>• Research information security and compliance requirements for new systems to be integrated</li> <li>• Coordinate with Business Services/Procurement and OGC to support the contract negotiation process for new technologies.</li> <li>• Coordinate with technical experts from third-party service providers to integrate with District systems (i.e. SSO, Canvas, SIS) to implement and support new technologies.</li> <li>• Develop technical support documentation as applicable, and train District IT personnel to support integration of the new technologies on an ongoing basis.</li> </ul>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <ul style="list-style-type: none"> <li>• The EOC</li> <li>• EPIE</li> <li>• Academic Senate</li> <li>• Office of Diversity, Equity and Inclusion</li> <li>• OGC</li> <li>• Safety and Risk Management</li> <li>• District Communications</li> </ul>	<p>Timeline – The timeline for implementation and integration of each new online instructional or support system is dependent upon the technical complexity of integration, which is largely determined by the third-party provider. Timelines may also vary by the sensitivity of Personally Identifiable Information (PII) required to transmit between the District and third-party vendor, as applicable.</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• The Vice Chancellor and Chief Information officer</li> <li>• The Chief Information Security Officer</li> <li>• ESC Department managers (SIS, SSE)</li> <li>• Technical Subject Matter Experts</li> <li>• IT support personnel.</li> </ul> <p>All offices outside of OIT listed under “Communication Needs” will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p>

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Enhance Remote Work capabilities of existing District systems (i.e. SAP Portal, Attendance, HR, various District websites, etc.</p> <p>Enhance Remote Work capabilities of existing District systems (i.e. SAP Portal, Time and Attendance, HR, various District websites, etc. CONTINUED</p>	<ul style="list-style-type: none"> <li>• Evaluate methodologies to enable current District systems to be accessible via the Internet, and/or to add additional features or capabilities.</li> <li>• Examples of existing system capabilities to evaluate include, but are not limited to: <ul style="list-style-type: none"> <li>○ SAP Portal (expand Internet-accessible functions)</li> <li>○ SAP Time and Attendance (expanded to additional campuses)</li> <li>○ The District website</li> </ul> </li> <li>• Examples of new functionality to enhance current District-systems include, but are not limited to: <ul style="list-style-type: none"> <li>○ SAP HR Module (Success Factors)</li> <li>○ Digital Signatures</li> </ul> </li> <li>• Evaluate technical feasibility requirements for expansion of system capabilities.</li> <li>• Evaluate information security requirements to enable Internet-accessible features.</li> <li>• Evaluate resource requirements (internal and external) to implement Internet-accessible features.</li> <li>• Coordinate with relevant District offices to determine which features to procure and/or implement, and identify funding.</li> <li>• Coordinate with Business Services and/or OGC on procurement, including negotiation of terms and conditions relevant to information security risk.</li> <li>• Implement/integrate new system features. Provide appropriate training to IT personnel for ongoing technical support.</li> <li>• For District websites, coordinate with District communications to add new website sections or features to support communications efforts.</li> </ul>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <ul style="list-style-type: none"> <li>• The EOC</li> <li>• District department leaders, as relevant</li> <li>• Business Services/Procurement</li> <li>• OGC</li> <li>• Third-party service and implementation providers, as applicable.</li> <li>• District Communications</li> </ul>	<p>Timeline – The timeline for implementation and integration of each new or enhanced support system is dependent upon the technical complexity of integration, which is largely determined by the third-party provider. Timelines may also vary by the sensitivity of Personally Identifiable Information (PII) required to transmit between the District and third-party vendor, as applicable.</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• The Vice Chancellor and Chief Information officer</li> <li>• The Chief Information Security Officer</li> <li>• Manager of ERP Systems</li> <li>• Manager of SIS System</li> <li>• Manager of System Software Engineering</li> <li>• Regional IT Managers</li> <li>• Technical specialists as required by the technical requirements of third-party service providers and software vendors.</li> </ul> <p>All offices outside of OIT listed under “Communication Needs” will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p> <p>In addition, appropriate funding may be required to procure and implement new software systems. Depending upon technical complexity, one or more third-party technology service providers may be required for implementation support.</p>

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
<p>Strengthen Infrastructure and Information Security capabilities to support the transition to remote instruction and District operations.</p> <p>Strengthen Infrastructure and Information Security capabilities to support the transition to remote instruction and District operations.</p> <p>CONTINUED</p>	<ul style="list-style-type: none"> <li>Evaluate technology resource utilization changes that occur as a result of the transition to remote operations. Examples include, but are not limited to compute power, storage requirements, backup, network connectivity, information security systems (i.e. SSO), etc.</li> <li>Document recommended changes in hardware, software and support processes to enhance the current IT environment as required.</li> <li>Obtain, as relevant, appropriate additional funding to implement critical infrastructure changes.</li> <li>Implement changes based upon available resources and the criticality of recommended changes.</li> </ul>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>District department leaders, as relevant</li> <li>Business</li> <li>Finance</li> <li>Services/Procurement</li> <li>OGC</li> <li>Build-LACCD</li> <li>Third-party service and implementation providers, as applicable.</li> </ul>	<p>Timeline – The timeline for implementation and integration of new systems or processes.</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>The Vice Chancellor and Chief Information officer</li> <li>The Chief Information Security Officer</li> <li>Manager of ERP Systems</li> <li>Manager of SIS System</li> <li>Manager of System Software Engineering</li> <li>Regional IT Managers</li> <li>Technical specialists as required by the technical requirements of third-party service providers and software vendors.</li> </ul> <p>All offices outside of OIT listed under “Communication Needs” will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p> <p>In addition, appropriate funding may be required to procure and implement new software systems. Depending upon technical complexity, one or more third-party technology service providers may be required.</p>

# EOC Recovery Plan Matrix: Operations/Information Technology (5/11/20)

## STAGE 2

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
<p>Support Employee and Student Health Testing Requirements.</p> <p>The EOC is currently working under the assumption that LACCD may be responsible for testing and/or tracking students and/or employees for COVID-19 if they are to participate in on-campus activities. If that turns out to be the case, then tracking will likely need to be integrated with student/employee databases.</p> <p>Support Employee and Student Health Testing Requirements (Continued)</p> <p>Support Employee and Student Health Testing Requirements (Continued)</p>	<ul style="list-style-type: none"> <li>• Coordinate with the EOC, HR, Student Services and OGC to determine the specific requirements for testing and tracking.</li> <li>• If testing and/or tracking is required and performed by a third-party:               <ul style="list-style-type: none"> <li>○ coordinate with OGC and Procurement to determine how student and employee data will be provided to the third-party, and review agreements for appropriate protection language.</li> <li>○ Assure third-party providers document appropriate technical controls to meet required information security laws, primarily the Health Information Portability and Accountability Act (HIPAA)</li> <li>○ Provide integration services as required to synchronize current student and employee data to third-party systems.</li> </ul> </li> <li>• If testing and/or tracking is required and performed by LACCD personnel:               <ul style="list-style-type: none"> <li>○ Assist HR, Student Services and/or Health Services, as applicable, to identify requirements to protect Personally Identifiable Information (PII)</li> <li>○ Provide technical support to choose appropriate systems for tracking test results, and assist Procurement, OGC, HR and Student/Health Services in due diligence for procurement.</li> <li>○ Assist in assuring technical controls required HIPAA and other applicable laws.</li> <li>○ Provide integration services, as required, to integrate tracking systems with student/employee data systems</li> <li>○ Provide appropriate security controls for new systems</li> <li>○ Provide security training, as required, to appropriately comply with information security laws</li> <li>○ Provide technical training, as applicable, for management and support of new software applications.</li> </ul> </li> </ul>	<p>The Office of Information Technology (OIT) will require appropriate communication and coordination with:</p> <p>The EOC</p> <ul style="list-style-type: none"> <li>• Human Resources</li> <li>• EPIE</li> <li>• Student Services (District and college)</li> <li>• Student Health Services (District and college)</li> <li>• Safety and Emergency Services</li> <li>• Business Services/Procurement</li> <li>• The Office of the General Counsel (OGC)</li> </ul> <p>In addition, communications will be required with any third-party testing/tracking software system providers, and technical resources for any new software packages acquired by and implemented by the District.</p>	<p>Timelines are largely dependent upon the final determination of testing and tracking requirements, and District decisions on whether services will be performed by LACCD or third-party personnel.</p> <p>Timelines are also dependent upon the complexity of technical integration of new software platforms. Technical complexity is typically dependent upon requirements of the software vendor.</p>	<p>Resources required from OIT include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• The Vice Chancellor and Chief Information officer</li> <li>• The Chief Information Security Officer</li> <li>• Manager of ERP Systems</li> <li>• Manager of SIS System</li> <li>• Manager of System Software Engineering</li> <li>• Regional IT Managers</li> <li>• Technical specialists as required by the technical requirements of third-party service providers and software vendors.</li> </ul> <p>All offices outside of OIT listed under “Communication Needs” will need to provide appropriate support resources to serve as subject-matter experts to achieve listed requirements.</p> <p>In addition, appropriate funding may be required to procure and implement new software systems. Depending upon technical complexity, one or more third-party technology service providers may be required for implementation support.</p>

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
<p>Onsite IT Support for Active Classrooms and student service areas (libraries, health offices, computer labs, etc.)</p> <p>Onsite IT Support for Active Classrooms and service areas (libraries, health offices, computer labs, etc.) CONTINUED</p>	<ul style="list-style-type: none"> <li>For each college, obtain specific lists of which classes and room locations will be open for on-campus instruction, with open hours. Obtain additional guidance on which student support/auxiliary facilities will be open and hours.</li> <li>Document technology equipment and personnel who will be active in instructional/auxiliary service locations that will require hands-on support during operational hours.</li> <li>Coordinate with Safety and Risk Management to document, as required, cleaning protocols for technology equipment used for on-campus instruction. Obtain specific cleaning materials appropriate for technology equipment.</li> <li>Coordinate with Safety and Risk Management to provide appropriate training in personal safety and social distancing requirements to IT personnel.</li> <li>Determine onsite IT personnel required to provide support for onsite personnel and classes. Develop appropriate work schedules, and train personnel in appropriate cleaning and safety protocols.</li> <li>Provide onsite IT support as minimally required, supplemented by remote support of OIT subject matter experts.</li> </ul>	<p>The OIT Regional Technology Managers for the colleges will need appropriate coordination and communication with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>Instructional Services and Academic Departments</li> <li>Safety and Risk Management</li> <li>Facilities</li> </ul>	<p>Timelines will be dependent upon the provision of details for onsite services at each college. As a general guideline, the following timelines for implementation are anticipated:</p> <ul style="list-style-type: none"> <li>Document Technical Equipment and Support Requirements: (1-2 weeks after receiving class/service list)</li> <li>Document cleaning, safety and social distancing protocols and provide OIT employee training: (2-3 weeks)</li> <li>Determine onsite OIT support requirements and develop shift schedules: (1-2 weeks)</li> </ul>	<p>Resources required by OIT to develop and implement requirements/guidance include:</p> <ul style="list-style-type: none"> <li>Subject matter expertise from departments listed under "Communication Needs"</li> <li>Technology equipment cleaning materials and PPE for OIT personnel</li> <li>Onsite IT personnel as required.</li> </ul>
<p>Onsite IT Support for faculty who will require onsite non-instructional time to prepare for instruction.</p> <p>Based upon the "hands-on" nature of classes that will be onsite during Phase 2, faculty members will likely require onsite noninstructional time to prepare lessons, materials and workspaces.</p>	<ul style="list-style-type: none"> <li>For each college, obtain a schedule (with room locations) of faculty members who will require site access during non-instructional time.</li> <li>Document technology equipment and personnel required to support onsite faculty non-instructional activities.</li> <li>Coordinate with Safety and Risk Management to document, as required, supplemental cleaning protocols for technology equipment that will be used for non-instructional time. Update training protocols for personal safety and social distancing, as required.</li> <li>Determine onsite IT personnel required to provide support for faculty non-instructional work time, and modify IT onsite work schedules as appropriate.</li> <li>Provide onsite IT support as minimally required.</li> </ul>	<p>The OIT Regional Technology Managers for the colleges will need appropriate coordination and communication with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>Instructional Services and Academic Departments per college</li> <li>Safety and Risk Management</li> <li>Facilities</li> </ul>	<p>Timelines will be concurrent with provision of IT services for onsite classrooms and student service areas.</p>	<p>Resources required by OIT to develop and implement requirements/guidance include:</p> <ul style="list-style-type: none"> <li>Subject matter expertise from departments listed under "Communication Needs"</li> <li>Technology equipment cleaning materials and PPE for OIT personnel</li> <li>Additional onsite IT personnel as required.</li> </ul>

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
<p>Onsite IT Support for onsite administration and support services.</p> <p>Based upon the "hands-on" nature of classes that will be onsite during Phase 2 and the number of students that will be onsite, additional administrative and support personnel may be required onsite above and beyond onsite personnel provided in Phase 1.</p>	<ul style="list-style-type: none"> <li>For each college, document additional onsite administrative and support personnel, work schedules, and site locations that will be required to support Stage 2 activities.</li> <li>Revise, as required, onsite IT safety requirements, work schedules, etc.</li> <li>Provide additional onsite IT support as minimally required, supplemented by remote support of OIT subject matter experts.</li> </ul>	<p>The OIT Regional Technology Managers for the colleges will need appropriate coordination and communication with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>Student Services and Administrative Services at each college</li> <li>Safety and Risk Management</li> <li>Facilities</li> </ul>	<p>Timelines will be concurrent with provision of IT services for stage-2 classes and faculty.</p>	<p>Resources required by OIT to develop and implement requirements/guidance include:</p> <ul style="list-style-type: none"> <li>Subject matter expertise from departments listed under "Communication Needs"</li> <li>Technology equipment cleaning materials and PPE for OIT personnel</li> <li>Additional onsite IT personnel as required.</li> </ul>
<p>Onsite IT Support for onsite students, as required.</p> <p>Onsite IT support for students is primarily provided by instructional aides. Supervision of instructional aides varies by college. Some report to OIT; some report to Student Services.</p>	<ul style="list-style-type: none"> <li>Review class schedules, faculty schedules and administrator/support schedules for onsite classes and activities.</li> <li>Develop, as required, additional onsite safety requirements and work schedules for instructional aides that report to OIT who may directly interface with students.</li> <li>Revise, as required, onsite OIT safety and work schedules to support instructional aids not managed by OIT.</li> <li>Revise, as required, onsite IT safety requirements, work schedules, etc.</li> <li>Provide additional onsite IT support as minimally required, supplemented by remote support of OIT subject matter experts.</li> </ul>	<p>The OIT Regional Technology Managers for the colleges will need appropriate coordination and communication with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>Student Services at each college</li> <li>Safety and Risk Management</li> <li>Facilities</li> </ul>	<p>Timelines will be concurrent with provision of IT services for stage-2 onsite classes, faculty, administration and service personnel.</p>	<p>Resources required by OIT to develop and implement requirements/guidance include:</p> <ul style="list-style-type: none"> <li>Subject matter expertise from departments listed under "Communication Needs"</li> <li>Technology equipment cleaning materials and PPE for OIT personnel</li> <li>Additional onsite IT personnel as required.</li> </ul>
<p>Onsite IT Support for onsite students and personnel who require adaptive technologies for instruction.</p>	<ul style="list-style-type: none"> <li>Review onsite class, faculty and staff schedules with appropriate onsite personnel to determine onsite IT support needs.</li> <li>Coordinate with OIT Regional Technology managers to determine onsite support requirements for adaptive technologies.</li> <li>Coordinate with Student Services and Health Services to determine any additional personal safety requirements for staff and students when supporting students who require adaptive technologies.</li> <li>Revise, as required, onsite IT safety requirements, work schedules, etc.</li> <li>Provide specific safety training to IT personnel as required to assure the safety of themselves and students who require adaptive technologies.</li> <li>Provide additional onsite IT support as minimally required, supplemented by remote support of OIT subject matter experts.</li> </ul>	<p>The OIT Regional Technology Managers for the colleges will need appropriate coordination and communication with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>Student Services at each college</li> <li>Student Health Services at each college</li> <li>The Office of Diversity, Equity and Inclusion, as required</li> <li>Safety and Risk Management</li> <li>Facilities</li> </ul>	<p>Timelines will be concurrent with provision of IT services for stage-2 onsite classes, faculty, administration and service personnel.</p> <p>The determination of additional safety and support protocols to provide onsite service to students who require adaptive technologies will vary by college.</p>	<p>Resources required by OIT to develop and implement requirements/guidance include:</p> <ul style="list-style-type: none"> <li>Subject matter expertise from departments listed under "Communication Needs"</li> <li>Technology equipment cleaning materials and PPE for OIT personnel</li> <li>Additional onsite IT personnel as required.</li> </ul>

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
<p>(Tentative): Onsite support activities for technology modernization or refresh as permitted and advisable during Stage 2.</p> <p>OIT is aware of some college departments who have budgets or grants to install, modernize or refresh instructional support technologies. The District may elect to allow some of these pending projects to proceed during Stage 2.</p> <p>In addition, the opening of sites for Stage 2 instructional activities may provide the District with the opportunity for Build-LACCD to introduce new onsite work schedules to conduct technology projects that require onsite support from OIT.</p> <p>(Tentative): Onsite support activities for technology modernization or refresh as permitted and advisable during Stage 2. CONTINUED</p>	<ul style="list-style-type: none"> <li>Review pending projects for onsite installation or update of onsite technologies at each college.</li> <li>Review pending projects with the EOC, Facilities and Safety/Risk Management to determine which onsite projects will be permitted to proceed during phase 2.</li> <li>Coordinate with the applicable departments to document work schedules that require onsite personnel from OIT.</li> <li>Coordinate with Safety/Risk Management to document any new safety requirements above and beyond that required to support onsite instruction, as applicable. Provide training to OIT personnel as required.</li> <li>Repeat all requirements above with representatives of Build-LACCD.</li> <li>Update onsite schedules for OIT personnel, as applicable.</li> <li>Provide onsite support from OIT as minimally required to support approved projects.</li> </ul>	<p>The OIT Regional Technology Managers a for the colleges and the Deputy Chief Information Officer will need appropriate coordination and communication with:</p> <ul style="list-style-type: none"> <li>The EOC</li> <li>Student Services at each college</li> <li>Facilities at each college</li> <li>Build-LACCD</li> <li>Safety and Risk Management</li> </ul>	<p>Timelines are dependent upon the list of projects that will be approved for each college.</p>	<p>Resources required by OIT to develop and implement requirements/guidance include:</p> <ul style="list-style-type: none"> <li>Subject matter expertise from departments listed under "Communication Needs"</li> <li>Technology equipment cleaning materials and PPE for OIT personnel</li> <li>Additional onsite IT personnel as required.</li> </ul> <p>Depending upon technical complexity of approved projects, funding for third-party technology service providers may be required for implementation support.</p>

### EOC Recovery Plan Matrix: Operations/Information Technology (5/11/20)

#### STAGE 3

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

### EOC Recovery Plan Matrix: Operations/Information Technology (5/11/20)

#### STAGE 4

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

### EOC Recovery Plan Matrix: Operations/Information Technology (5/11/20)

#### STAGE 5

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

## EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)

### STAGE 1

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Establish common Districtwide training to include Canvas and online pedagogy (Completed and Approved by DAS)	Approval by DAS	Distribution of standard to faculty	Complete Approval (5/14/2020)	None
<p>Launch Districtwide training plan:</p> <ul style="list-style-type: none"> <li>Instructors who are scheduled to teach summer or fall 2020 courses and have not already done so are <b>strongly encouraged</b> to successfully complete Introduction to Teaching with Canvas (ITC) and Online Teaching and Learning (IOTL) training courses.</li> <li>Train nearly 3,000 faculty for online learning utilizing 200 training classes</li> </ul>		<p>Advertising of training courses</p> <p>Communication to students on our strength of instruction</p>	<p>April – December 2020</p>	<p>\$1.6 million (approved)</p> <p>Bring each college up to a 2.0 for use in the current situation through Fall 2020.</p> <p>A districtwide DE coordinator who works directly with district IT to deal with district-level DE issues</p> <p>Redeployment of existing staff to support the online operations</p>
Distribute letter describing federal and state requirements for regular and effective interaction in an online environment (In progress)	ACCJC and Title 5 requirements	Distribution of letter to Faculty	May 2020	None

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Determine continued and new technology requirements for summer and fall remote courses: <ul style="list-style-type: none"> <li>Develop Canvas Shells for each Discipline Committee to begin work in defining remote needs (Complete)</li> <li>Consider splitting lecture and lab into different courses</li> </ul>	Discipline Committees  Provide any information from the statewide work groups Compile resources available from the state  Transfer courses will need consultation with UCOP	None	May-June 30, 2020  Complete	TBD
Complete implementation of all components of Cranium Café for online student services (Complete)	Expand training for student services for new features (In-Progress)	Expanded outreach to students for service awareness	May 2020	None
Expand access to SSLVPN to assure continuity of student services (In Progress)	Lists from CSSOs	None	May 2020	TBD
Implement Dynamic documents to move all campus forms to an online format with SIS integration.	State OGC approval as a signature	Communication of process to students and partners	May-June 2020	\$63,000 (approved)
Distribution of chromebooks/laptops for all students entering in fall to support online classes.	Determine number of chromebooks required	Communication to students to determine need	May-September 2020	TBD (ESTIMATED \$ 4 million)
Implement OEI-CVC partnership to all cross-district enrollment.	Review of security and MOU by IT and OGC	None at this time	TBD	TBD – Assumed none
Determined assignments/position required to maintain essential services			Completed	

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Moving Employees to remote working location	Created Telecommuting Agreement		Completed	Needed supervisors to implement
Worked with Unions to developed personal development courses and shift schedule for classified employees that can not convert to working remotely			Completed/ regularly reviewed	
New FY19-20 Academic Calendar	Provide Guidance to College on attendance during new spring break and ½ day holiday		Completed	Needed supervisors to implement
Student Employee Remote Assignments	Sent direction on what employees may or may not do while working remotely	Provided separate student employee telecommuting agreement to colleges	Completed	Needed supervisors to implement
Temporarily rescinded student employee work hour restrictions	Received approval from Board of Trustees to suspend section of Student Employee Board Rule.	Develop review process with unions to approve/deny requests on case by case basis.	Completed	College required to request approval for exceeding restrictions
Developed Faculty Substitute Plan for employees unable to convert to on-line instruction		Provided plan to colleges	Completed	Requires college to follow procedures
MOU's with Labor groups in order to delay performance evaluations	None	None	Completed	None
MOU with Faculty Guide to agree to a remote learning environment for all Faculty	None	None	Completed	None

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Developed reports for regular tracking of student drops and withdrawals	Understanding impact of class transition to remote environment	Regularly reported within EOC	Completed/ Ongoing	None
Developed Student Transition Survey and administered to currently enrolled Sp20 students	Understanding impact of class transition to remote environment	Survey progress and final report shared College Research Offices, within EOC, and EOC Communications	Completed	None
Developed Student Graduation Survey to assess student preferences for virtual graduation ceremonies and analyzed results	Provide information to assist with planning of virtual graduation ceremony	Information provided to Virtual Graduation Committee	Completed	None
Host virtual graduation ceremony	None		June 2, 2020	ADD Total cost
Developed essential function employee list for Stage 1 operations	Compliance with stay at home guidance and district business continuity plans	Regularly reported within EOC		
Develop lists of students eligible for CARES and SEA financial support	Federal and state eligibility criteria	College and District Financial Aid, Accounting, CSSOs	May 2020	
Monitor CCCCCO guidance on attendance accounting requirements	CCCCO guidance for COVID-19	College schedulers, CIOs	Ongoing	
Validate course lists for compliance with CCCCCO DE requirements	CCCCO guidance for COVID-19	CIOs	Ongoing	
Monitor ACCJC guidance for substantive change	ACCJC guidance	ALOs	Ongoing	
Monitor audit guidance for 2020 state attendance accounting audit	CDAM Audit Manual	CIOs, CSSOs, District Internal Audit, District Accounting	Ongoing	

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resources</b>
Evaluate need and/or effectiveness of remote staffing work plan	LACCD Strategic Plan	Human Resources	Periodic, Summer, Fall 2020	
Monitor class scheduling patterns and state guidance to maximize FTES through assignment of attendance accounting method and assess needs for possible reprogramming	CCCCO guidance	District IT	Ongoing	
Re-open clinical sites for Nursing students	Case by case review by medical director, risk management and EPIE	Nursing Directors	Ongoing	None
Launch online LA College Promise summer bridge	None	Marketing and acceptance letter distribution	May 2020	TBD

**EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)**

**STAGE 2**

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
<p>Complete classes that were suspended in Spring</p>	<p>Utilize Discipline Committees to develop content specific needs to provide courses through appropriate social distancing and safety protocols.</p> <ul style="list-style-type: none"> <li>• May 15, 2020 – Provide all recommendations related to completing hard to convert courses currently in progress for Spring 2020</li> <li>• Identify what in-person instruction is minimally required for competencies/ skills development or hands-on/ performance activities                             <ul style="list-style-type: none"> <li>○ Minimize duplication of in-person activities through simulations as appropriate</li> </ul> </li> <li>• Strategies to minimize contact hours offered in person                             <ul style="list-style-type: none"> <li>○ Example: a 6-hour lab may be able to be reduced to 2 hours in person with 4 hours remote, allowing for multiple meeting times of 2 hours without impacting faculty load.</li> </ul> </li> <li>• Utilizing social distancing. Some ideas may include (but are not limited to):                             <ul style="list-style-type: none"> <li>○ Fewer students with multiple meetings</li> <li>○ Option of rotating in person by groups within the class to spread over the semester</li> </ul> </li> <li>• Developing a model to clean and sanitize instructional equipment at end of each meeting, such as adopting safety and cleaning protocols related to the current environment and public health guidelines</li> </ul> <p>Reviewing what barriers would need to be removed and what protective equipment would be needed to support limited in-person instruction.</p>	<p>Updated course schedules based on in person classes and accompanying marketing and communication to potential students</p>	<p>May 15-September 2020</p>	<p>TBD</p>

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Work with Academic Senate and College Governance to prioritize fall hard to convert classes	Utilize the discipline committee lists and the state essential workforce guidelines	None	May-June 2020	None
Request formal guidance from LA County Department of Public Health	Guidance on whether and how to receive County approval for in person classes to resume	None	Completed – waiting on response	None
Determine testing protocols and cost	Review current RFQ and student health contracts  Determine other resources to cover the costs of testing	None	May-June 2020	TBD
For classes that were suspended in Spring and completed in the summer 2020 determine feasibility of recommended actions, including costs, contractual obligations, staffing, facilities and public health recommendations	Evaluate compensation for the completion of work outside the term that is subject to negotiations with Faculty Guild and other classified Unions.		In progress	TBD
Social Distancing LiveScan with BioMetrics4 & PPE	Amending Service Agreement with BioMetrics4 and DOJ	Review of Agreements with contracts	In progress	Contracts and Procurement

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Utilize Discipline Committees to develop content specific needs to provide courses through appropriate social distancing and safety protocols for Fall 2020	<p>Committees have been asked to identify which courses require in-person contact hours, how many hours per student are required, what classroom/facilities are required, how many students can be accommodated at a time (while social distancing), what (if any) specialized cleaning or maintenance is required and what (if any) personnel would be required to provide it, and what additional resources, conditions, or services would be required to offer the in-person hours as specified.</p> <ul style="list-style-type: none"> <li>• Committees were asked to address fall by June 30.</li> <li>• Committees were also reminded not to include courses that can be offered fully online (even if that format is not ideal), but to focus instead on those for which it is impossible for students to meet their objectives except via the specified in-person hours.</li> </ul>		May– June 2020	TBD

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Based on outcome of Discipline Committees recommendations for courses to be offered in summer 2020 (remote and hard to convert):	No action to take at this point. Under review and advisement.		June-August 2020	TBD
Determine what HR Process will need to be changed by June 15, 2020	No action to take at this point. Under review and advisement.		TBD	None
Determine what, if any, HR staff at ESC and Colleges are required to support in person classes by June 15, 2020.	<p>HR staff can support in-person classes through remote environments.</p> <p>If needed, review feasibility of developing shifts for HR/Personnel staff to limit one individual's exposure to other employees</p> <p>Develop needed social distancing protocols and determine required PPE.</p> <p>Review technology needed to support change</p> <ul style="list-style-type: none"> <li>• Transcripts</li> <li>• I-9</li> </ul> <p>DOJ clearances</p>		As needed	TBD

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
<p>Work with EOC to determine what faculty and other staff are required to support in person classes by June 15, 2020.</p>	<p>HR staff can support in-person classes through remote environments.</p> <p>If needed, review feasibility of developing shifts for HR/Personnel staff to limit one individual's exposure to other employees</p> <p>Develop needed social distancing protocols and determine required PPE.</p> <p>Review technology needed to support change</p> <ul style="list-style-type: none"> <li>• Transcripts</li> <li>• I-9</li> </ul> <p>DOJ clearances</p>		As needed	TBD

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Working with the appropriate constituents, determine what to do with faculty and staff that do not have work as a result of classes not being offered	<p>HR staff can support in-person classes through remote environments.</p> <p>If needed, review feasibility of developing shifts for HR/Personnel staff to limit one individual's exposure to other employees</p> <p>Develop needed social distancing protocols and determine required PPE.</p> <p>Review technology needed to support change</p> <ul style="list-style-type: none"> <li>• Transcripts</li> <li>• I-9</li> </ul> <p>DOJ clearances</p>		As needed	TBD
Determine feasibility of recommended actions, including costs, contractual obligations, staffing, facilities and public health recommendations	Once course information is collected from discipline committees, it information will be provided (via the recovery plan documents) to the colleges. It will be the task of each department to work with all stakeholders to determine if the specified in-person hours are feasible to offer, and if not, pursue available alternatives.		June- July 2020	TBD

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Determine specific PPE needed for procurement to offer courses	Recommendations from discipline committees, determination of offerings through prioritization process	None	June-August 2020	TBD
Working with the appropriate constituents, determine what to do with faculty and staff that do not have work as a result of classes not being offered	<p>Need Policy decision from Chancellor and approval from the Board of Trustees on any possible personnel actions</p> <p>Conduct assessment of employees to determine whether they can be deployed or temporarily reassigned to other disciplines.</p> <p>Academic positions will require a review of MQ's.</p> <p>For classified work with the PC in order to identify other assignments.</p>	None	June – August 2020	TBD
Approve discipline specific social distancing and safety protocols.	LA County Department of Public Health clearance and/or local policy approval	None	June-July 2020	None
Developed reports for regular tracking of student drops and withdrawals	Continue to track drops and withdrawals as component of assessment of remote learning environment	College research offices, EOC, Communications and External Relations Office	Ongoing	
Develop Fall 2020 student survey; continue to assess effectiveness of online learning	Continue to assess student needs and perceptions in relation to remote operations; preparation for transition to Stage 3	College research offices, EOC, Communications and External Relations Office	Mid-August 2020 to Nov. 2020	Updated Survey Platform (\$5K/year)

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>
Support social media campaigns to promote enrollment in Summer and Fall 2020	Provide lists of students who have not yet enrolled for targeted media messaging	Communications and Ext. Relations	May-June and July-August 2020	
Assess student utilization of remote services and academic supports	Anticipated continuation of remote learning environment; LACCD Strategic Plan	CSSOs	Ongoing	
Project impacts of social distancing on class size and efficiency	LA County public health guidance; LACCD Strategic Plan	EOC, CIOs, Admin VPs, Budget Office	June-August 2020	
Monitor course success and student persistence in remote learning environment	LACCD Strategic Plan	District Planning Committee	Ongoing	
Assess impact of limited course offerings of hard to convert courses on student completion	Stage 2 and Stage 3 LA County public health guidance	District Planning Committee	June-August 2020; ongoing	
Assess fiscal impacts of 2020-21 budget on class offerings	State allocation to LACCD	Budget Office	May-July 2020	
Update essential staffing for Stage 2	LA County public health guidance and offering of limited face to face classes	HR, EOC	TBD	
Evaluate need and/or effectiveness of remote staffing work plan	LACCD Strategic Plan	Human Resources	Periodic, Summer, Fall 2020	
Monitor class scheduling patterns and state guidance to maximize FTES through assignment of attendance accounting method and assess needs for possible reprogramming	CCCCO guidance	District IT	Ongoing	

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Project efficiency and cost of class limits for fully online instructional operations	LACCD Strategic Plan		Fall 2020	
Continue to assess student basic needs	LACCD Strategic Plan	District Planning Committee	Ongoing	
Continue to monitor and report on all elements of SCFF	LACCD Strategic Plan		Ongoing	
Assess impact of remote learning on concurrent/dual enrollment	LACCD Strategic Plan		Ongoing	
Develop electronic K-12 form to automate process for obtaining authorization and enrollment of concurrent/dual enrolled students	CCCCO guidance and LACCD Strategic Plan	CSSOs, District IT, college A&R	May-August 2020	\$60K/annual contract with Dynamic Forms (verify amount)
Assess ability to offer college athletics	LA County Stage 3 and 4 for guidelines	Athletic Directors	June – August 2020	TBD
Assess ability to open Child Development Centers	LA County guidelines and LACCD policy decision	CDC Directors	May-August 2020	TBD
Make determination on the number of Nursing students admitted for the 2020 entering class	LACCD policy decision  Availability of Clinical hours for students	Nursing Directors	May 2020	None

**EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)**

**STAGE 3**

Activities/ Services	Requirements/ Guidance	Communicatio n	Timelin e	Resource s
Complete stage 3 prioritization for returning classes	Stage 2 prioritized list and feasibility assessments	None	TBD	TBD
Categorize essential courses needed to be maintained in person.	Required objectives and activities can't be done at home Required supplies or equipment not available or unable to reproduce in a virtual format In person hours required for employment, licensing or articulation purposes External board requirements In person required for employability The field requires the in person training for safety or skills abilities when entering the field Apprenticeships Internships On the state essential functions list Public safety and health, infrastructure workers, etc.			
Determine research needed				

Activities/ Services	Requirements/ Guidance	Communicatio n	Timelin e	Resource s
Categorize essential courses needed to be maintained in person.	Required objectives and activities can't be done at home Required supplies or equipment not available or unable to reproduce in a virtual format In person hours required for employment, licensing or articulation purposes External board requirements In person required for employability The field requires the in person training for safety or skills abilities when entering the field Apprenticeships Internships On the state essential functions list Public safety and health, infrastructure workers, etc.			

**EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)**

**STAGE 4**

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

**EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)**

**STAGE 5**

Activities / Services	Requirements / Guidance	Communication Needs	Timeline	Resources

## EOC Recovery Plan Matrix: Logistics (5/11/20)

### STAGE 1

Activities/Services	Requirements/Guidance	Communication	Timeline	Resources
	What helped you to achieve services and activities.	If needed another group to help you with it.	How long it took	budget
Distribute Chromebooks to Colleges for Faculty/Staff use	EOC	n/a	7-10 days	IT
Distribute Chromebooks to Colleges for M&O training	LACCD/EOC	Operations and Planning developed training materials and method to disseminate	7-10 days	IT
Purchase Custodial Supplies for Colleges	Response to COVID-19	n/a	2-4 weeks	Budget
Purchase Disposable Face Coverings for Colleges	LACCD Safety Advisory	Operations developed the Safety Advisory	5 days	Budget
Inventory of Open Restrooms for Cleaning	LACCD EOC	n/a	5 days	Campus Facilities
Donation/Loan of Ventilators	Governor Gavin Newsom	n/a	5 days	Respiratory Therapy Programs (LAVC & ELAC)
College PPE Inventory Reporting	LACCD EOC	n/a	5 days	Campus Facilities
College PPE Centralized Order (Stockpiling)	LACCD EOC	n/a	5 days	Campus Facilities
COVID-19 Testing Site (ELAC)	LA County	Communications	5-10 days	LACCD Legal and LA County

**EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)**

**STAGE 2**

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Deploy public health tools that prevent virus spread (e.g. testing and tracing services)	Work with LA County Department of Health to advise staff/students of drive through facilities for testing and other facilities that are available for testing. Partner with organizations via MOU to provide testing for District staff/students and tracing services. Use mass communication to deliver information about when and where to seek medical or emergency care. Provide information about available resources from college health centers.	Operations, Planning, and Communications		State of California, LA County, and City of LA
Procure/distribute sufficient PPE supply to meet demand/Demand Planning (e.g. short term/long term needs)	Buy quality materials, items and services economically from reliable sources. Ensure timely delivery through the selection of capable and efficient suppliers. Continuously locating, evaluating and developing economical and reliable supply sources. Identify the most reliable sources of supply that are capable of meeting LACCD requirements and needs. Purchase in accordance with District policies. Estimate and monitor appropriate levels of stocks/supplies/materials based on needs, operational policy, objectives and priorities. Estimate time for replenishment and availability of funds. Provide specific guidelines for establishing and managing relationships with external entities in relation to procurement.	n/a	2-4 weeks	State of California, LA County, and City of LA

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Procure/distribute sufficient custodial supply (e.g. paper and cleaning supplies)	Buy quality materials, items and services economically from reliable sources. Ensure timely delivery through the selection of capable and efficient suppliers. Continuously locating, evaluating and developing economical and reliable supply sources. Identify the most reliable sources of supply that are capable of meeting LACCD requirements and needs. Purchase in accordance with District policies. Estimate and monitor appropriate levels of stocks/supplies/materials based on needs, operational policy, objectives and priorities. Estimate time for replenishment and availability of funds. Provide specific guidelines for establishing and managing relationships with external entities in relation to procurement.	n/a	2-4 weeks	State of California, LA County, and City of LA
Partner with Public Agencies for Resources (e.g. equipment and supplies)	Develop relationships and partner with other governmental agencies to maximize available resources to the District.	n/a	ongoing	State of California, LA County, and City of LA, Port of LA
Order Fulfillment	Identify specific District requirements to which supplier/supplies must conform to such as physical attributes and technical specifications (e.g. certifications for face masks, face shields, disposable gloves, etc.). Request product samples for those items that must meet District standards for particular uses.	Operations and Communications	2-4 weeks	Outside Vendors

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Warehousing	Allocate space for each type of product and locating number to be housed at either a central location, regional location, or on each college site. Allow sufficient space for easy access to the stacks/boxes for inspecting, loading and unloading. Allow space for storage of cleaning materials and supplies. Allocate areas for damaged items to be returned.	Operations and Communications	weekly	Environmental Health & Safety Coordinator
Inventory Management	Ensure that supplies are available to meet the needs of the District when required. Ensure a balance between supply and demand by establishing minimum holding supplies to cover lead-times. To achieve this, logistics must constantly liaise with departments/colleges/programs to keep abreast of changing needs and priorities. The warehouse must always have sufficient supplies to cover the lead-time for replacement supplies. Information systems that facilitate transparency of the supply chain inventory levels, location, and demand provide the necessary visibility to facilitate good planning and effective decisions and reduce costs.	n/a	weekly	Environmental Health & Safety Coordinator
Emergency Supply Chain	Inventory management in an emergency requires building a supply chain that has a high level of flexibility and adaptability, with rapid identification of need and rapid fulfilment of that need through the supply chain.	n/a	7-14 days	Approved vendors

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Identify Specialized Cleaning Companies (e.g. high exposure areas)	Identify reliable and responsible cleaning companies that have the specialized skills required to address exposed areas effectively. These are areas that would require specialized cleaning skills beyond what is currently allowed for District personnel.	n/a	7-14 days	Approved vendors, College Facilities
Courier Plan (for distribution of centralized supplies)	Identify a distribution plan for the delivery of centralized supplies to multiple college locations. This would include a process for the colleges to request items, which will then get communicated to a designated person to pull the items from the centralized supply and coordinate with a courier to deliver or the college to pick up. Maintain an information flow between all parties involved to ensure the delivery, safety and security of the goods to the colleges.	n/a	weekly	LACCD Couriers
Supplies to promote COVID-19 Safety (e.g. barriers, signage, floor markers, sanitizing stations)	As restrictions ease, the numbers of staff/students will increase on college sites. Measures to protect staff/students will be required, including plastic barriers/shields, floor markers for social distancing, signage with safety information, and sanitizing stations. This is not a comprehensive list and other measures may be required for safe interactions between people. These types of items will need to be procured and distributed Districtwide. Quantities to be determined based on opening of college sites and number of areas that will be accessible.	Operations, Planning, Communications, Colleges	2-4 weeks	State of California, LA County, and City of LA

**EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)**

**STAGE 3**

<b>Activities / Services</b>	<b>Requirements / Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>

**EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)**

**STAGE 4**

<b>Activities / Services</b>	<b>Requirements / Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>

**EOC Recovery Plan Matrix: Planning and Intelligence (5/11/20)**

**STAGE 5**

<b>Activities / Services</b>	<b>Requirements / Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>

**EOC Recovery Plan Matrix: Finance (5/11/20)**

**STAGE 1**

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resources</b>
Compile/track costs associated with COVID-19 for potential reimbursement	Weekly expenditure reporting required utilizing Excel spreadsheet.	EOC to ICC	Beginning March 16, 2020, continuing weekly	N/A
Request cost estimates in order to gauge/estimate cost of potential initiatives	Requests COVID-19 expenditures flow through the EOC ticketing system. Budget estimates are relayed back through the EOC ticketing system.	EOC ticket system to/from Finance Email to Requester	As Requested	N/A
Once the cost is determined and the project has been approved, will have funding set up for these projected costs	Verify the project has been approved, either through the EOC ticketing system or email. Budget Office will process eBTA.	EOC ticket system to/from Finance Email to Requester	As Requested	N/A

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resource s
Set up procedures to facilitate accurate/consistent tracking of COVID-19 expenditures	Weekly expenditure reporting required utilizing Excel spreadsheet. Set up of specific accounts to track expenditures at colleges and centrally.	Memo issued	March 16, 2020	N/A

### EOC Recovery Plan Matrix: Finance (5/11/20)

#### STAGE 2

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resource s
Will compile/track costs associated with COVID-19 for potential reimbursement	Weekly expenditure reporting required utilizing Excel spreadsheet	EOC to ICC	Beginning March 16, 2020, continuing weekly	N/A
Will submit official reimbursement request to FEMA	Participate in FEMA webinars	N/A	30 days after declaration of Pandemic end date	N/A
Will request cost estimates in order to gauge/estimate cost of potential initiatives	Requests COVID-19 expenditures flow through the EOC ticketing system. Budget estimates are relayed back through the EOC ticketing system.	EOC ticket system to/from Finance Email to Requester	As Requested	N/A
Once the cost is determined and the project has been approved, will have funding set up for these projected costs	Verify the project has been approved, either through the EOC ticketing system or email. Budget Office will process eBTA.	EOC ticket system to/from Finance Email to Requester	N/A	N/A

### EOC Recovery Plan Matrix: Finance (5/11/20)

#### STAGE 3

Activities / Services	Requirements / Guidance	Communication Needs	Timelin e	Resource s

**EOC Recovery Plan Matrix: Finance (5/11/20)**

**STAGE 4**

<b>Activities / Services</b>	<b>Requirements / Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>

**EOC Recovery Plan Matrix: Finance (5/11/20)**

**STAGE 5**

<b>Activities / Services</b>	<b>Requirements / Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>

**EOC Recovery Plan Matrix: EOC-ICC Liaisons (5/11/20)**

**STAGE 1**

<b>Activities/ Services</b>	<b>Requirements/ Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resources</b>
Serve as direct link to the ICCs	Understand basic FEMA guidelines and complete ICS 100 and 700	Follow up emails and phone call with ICC liaisons	As needed or directed via EOC and EOC/ICC meetings	Overtime as needed Laptop and internet connectivity
Monitor tickets via EOC email address and assign to appropriate section	Training on FreshDesk Understanding the EOC functional areas and persons responsible	Follow up emails as necessary	As per rotation	Laptop and home internet connectivity
Serve as scribe for scheduled EOC meetings	Attend EOC daily meetings Use the recommended template Submit to EOC director to approve final report before depositing in SharePoint	Assure communication with EOC Director	As per rotation	Laptop and internet connectivity
<b>Activities/Services</b>	<b>Requirements/Guidance</b>	<b>Communication</b>	<b>Timeline</b>	<b>Resources</b>
Set up Zoom meetings and monitor Zoom rooms	Set up zoom license Understand basic zoom scheduling functions Send daily meeting recordings to EOC meeting scribe and Directors	Set up EOC Director as co-hosts		Laptop and home internet connectivity

Activities/ Services	Requirements/ Guidance	Communication	Timeline	Resources
Set up folder for ICCs 214s on EOC SharePoint	Access to EOC SharePoint		As needed	Laptop and home internet connectivity
Set up folder for ICS/FEMA certification on EOC SharePoint	Access to EOC SharePoint		As needed	Laptop and home internet connectivity
Monitor coronavirus email	Access to esc coronavirus email account Understanding of EOC an ICC functional areas and persons responsible.	Follow up emails	As per rotation	Laptop and home internet connectivity
Assist with Chromebooks awarding process	Training on NexGen		As needed	Laptop and home internet connectivity
Ticket spreadsheet for reports of COVID-19 cases	Access to FreshDesk	Assure communication with EOC Safety	As needed	Laptop and home internet connectivity
Assist with custodial training email lists	Access to campus staff email addresses	Assure communications with EOC Operations	As needed	Laptop and home internet connectivity
Assist with weekly compilation of COVID-19 expense reports from ICCs	Forward expense reports to EOC ticket system an assign to EOC Finance	Assure communication with EOC Finance	As per rotation	Laptop and home internet connectivity
Assist with documentation for EOC activities as assigned			As needed	Laptop and home internet connectivity

### EOC Recovery Plan Matrix: EOC-ICC Liaisons (5/11/20)

#### STAGE 2

Activities/ Services	Requirements/ Guidance	Communication Needs	Timeline	Resources
Serve as direct link to the ICCs	Understand basic FEMA guidelines	Follow up emails and phone call with ICC liaisons	As needed or directed via EOC and EOC/ICC meetings	Laptop and home internet connectivity

Monitor tickets via EOC email address and assign to appropriate section	Understanding the EOC functional areas and persons responsible	Follow up emails as necessary	As per rotation	Laptop and home internet connectivity
Serve as scribe for scheduled EOC meetings	Attend the EOC daily meetings Use the recommended template Submit to EOC director to approve final report before depositing in SharePoint	Assure communication with EOC Director	As per rotation	Laptop and home internet connectivity
Monitor the EOC Zoom meetings	Understand basic Zoom functions Send daily meeting recordings to meeting scribe and EOC Director		As per rotation	Laptop and home internet connectivity
Monitor coronavirus email	Understanding of EOC an ICC functional areas and persons responsible.	Follow up emails	As per rotation	Laptop and home internet connectivity
Assist with Chromebooks awarding process	Training on NexGen	Assure communication with LACCD Foundation	As needed	Laptop and home internet connectivity
Assist with weekly compilation of COVID-19 expense reports from ICCs	Forward expense reports to EOC ticket system an assign to EOC Finance	Assure communication with EOC Finance	As per rotation	Laptop and home internet connectivity
Assist with documentation for EOC activities as assigned	Understanding the EOC functional areas and persons responsible		As needed	Laptop and home internet connectivity

**EOC Recovery Plan Matrix: Finance (5/11/20)**

**STAGE 3**

<b>Activities / Services</b>	<b>Requirements / Guidance</b>	<b>Communication Needs</b>	<b>Timelin e</b>	<b>Resource s</b>

**EOC Recovery Plan Matrix: Finance (5/11/20)**

**STAGE 4**

<b>Activities / Services</b>	<b>Requirements / Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>

**EOC Recovery Plan Matrix: Finance (5/11/20)**

**STAGE 5**

<b>Activities / Services</b>	<b>Requirements / Guidance</b>	<b>Communication Needs</b>	<b>Timeline</b>	<b>Resources</b>

## **APPENDIX E: Recovery Policies**

The Following Recovery Policies were developed by the EOC, distributed Districtwide, and are posted online at <http://laccd.edu/About/News/Pages/Safety-Advisories.aspx>.

- I. Athletics
- II. Child Development & Family Resource Centers
- III. Community Services and Enterprise Activities
- IV. Equipment Loan Policy
- V. Middle College High Schools and High Schools
- VI. Hard to Convert Classes



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

## LACCD EMERGENCY OPERATIONS CENTER

### COVID-19 RECOVERY POLICY STATEMENT

## ATHLETICS & RETURN TO FACE-TO-FACE ACTIVITIES

JUNE 15, 2020

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### BACKGROUND

The Los Angeles Community College District (LACCD) and its nine colleges support athletics programs at each college, recognizing the value that these programs and sports activities bring to the student experience and with the understanding that athletics plays a key role in equity initiatives across the entire District.

This policy establishes the initial guidelines regarding the return to face-to-face activities of athletics programs and activities at LACCD's nine colleges as part of the District's multi-stage recovery plan.

### POLICY

1. Guidance is expected to be provided by the District regarding the return to face-to-face activities of any intercollegiate sport affiliated with any LACCD institution. "Face-to-face" can be categorized as courses, competition, and/or work with athletic trainers.
2. Any return to active status will be informed by health and safety guidelines of the Los Angeles County Health Department.
3. Any plan for return to face-to-face activities will be coordinated with the multi-stage recovery plan outlined by the LACCD.
4. Any return to face-to-face activities will be informed by guidance from the California Community College Athletic Association (CCCAA), the Southern California Football Association (SCFA), and other governance organizations prior to the rendering of a decision.
5. To be included in the academic course schedule, all athletics-related courses must be capable of being taught and completed fully online or via remote instruction until the criteria outlining face-to-face activities are met.
6. The return to face-to-face activities must be accompanied by a clear plan for each sport to address health and safety issues. Said plans should include, but not be limited to:
  - Social distancing metrics
  - Use of personal protective equipment
  - Health screenings
  - Insurance
  - Sanitation
  - Engagement with athletic trainers
  - Cost estimates
7. Hiring of athletic and competition staff will be in accordance with Article 14 of the Faculty Collective Bargaining Agreement and HR Guide R-400.

This Recovery Policy will remain in place until further notice.

## II. Child Development & Family Resource Centers



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**  
CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

**LACCD EMERGENCY OPERATIONS CENTER**  
**COVID-19 RECOVERY POLICY STATEMENT**  
**CHILD DEVELOPMENT & FAMILY RESOURCE CENTERS**  
JUNE 15, 2020

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### **BACKGROUND**

The Los Angeles Community College District (LACCD) currently supports Child Development Centers (CDCs) at all nine colleges, including a Family Resource Center (FRC) at Los Angeles Valley College. This policy supports the re-opening of the CDCs and FRC in safe and healthy environments that will continue the mission of the CDCs and FRC while following all of the health, safety and economic guidelines set forth by the [State of California](#), the [Los Angeles County Department of Public Health](#) and LACCD.

### **POLICY**

Re-opening the CDCs and FRC for in-person activities will not occur during the Summer 2020 session and Fall 2020 semester. Planning for the possible re-opening needs to be initiated now by the centers for the safe implementation of plans for the Spring 2021 semester.

All CDCs and FRC can consider providing virtual and/or remote education and childcare activities for the Summer and Fall of 2020 under the following guidelines, including:

- Continuing virtual programming will allow federal and state subsidies to reimburse the centers, including food distribution.
- Food distribution can be conducted by a once weekly pick-up at the centers. Food service workers will follow the Personal Protection Equipment usage and all other health and safety protocols from the County related to the distribution of food. Food service workers will be added to the college's essential worker grid.
- Other CDC and FRC items for distribution must be authorized by the College President and follow [LACCD safety advisories](#) and the Los Angeles County Department of Public Health safety guidelines.
- The CDC and FRC Directors and constituency groups need to develop a budget for all the health and safety requirements for the re-opening of in-person activities for Spring 2021, and must include the cost of all required cleaning and sanitization.
- Once a budget has been developed, the District and the colleges will consider funding and to what extent general funds and other resources can be used.
- Training of CDC staff must be comprehensive given the requirements for social distancing, handling of materials, play time, physical layout of each facility, etc.
- The LACCD Child Development Center Reopening during the COVID-19 Guidance document (Version 1.1) by the CDC Directors, under development and review, will be the blueprint for all of the specific policies and procedures related to reopening the CDC to in-person activities.

This Recovery Policy will remain in place until further notice.

### III. Community Services and Enterprise Activities



## LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

### LACCD EMERGENCY OPERATIONS CENTER COVID-19 RECOVERY POLICY STATEMENT COMMUNITY SERVICES & ENTERPRISE ACTIVITIES JUNE 15, 2020

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#### BACKGROUND

Many of the nine colleges of the Los Angeles Community College District (LACCD), as well as District-operated facilities, engage with outside groups, organizations, businesses or other enterprises to conduct both non-profit and for-profit activities on District property and the college campuses.

This Recovery Policy provides direction and guidance for the safe operations of such activities while acknowledging that some of the specific plans and coordination will be unique to each college or the District based on contractual responsibilities and other agreements.

#### POLICY

In keeping with the LACCD Emergency Operations Center's [Safety Advisory regarding on-campus activities and events](#) issued April 28, 2020, the top priority for on-campus community services and enterprise activities is the health and safety of all participants.

For this reason, no outside groups will be allowed on LACCD premises for any reason, including for community services or enterprise activities to use District or college facilities and/or the use of grounds until it can be determined that such activities can safely proceed. This is related to all college campuses, satellite centers, and the District's Educational Services Center, including City, East, Harbor, Mission, Pierce, Southwest, Trade-Tech, Valley and West, plus the ELAC South Gate Campus, the Van de Kamp Innovation Center, Mission's Sunland-Tujunga Satellite and the District Office.

Any exception to this policy must be approved by the College President or the appropriate site authority on a single-case basis and must comply with all applicable LACCD Executive Orders, EOC Safety Advisories, State and County Public Health Orders and District policies and procedures. Cost estimates must be included for consideration of any exception.

This Recovery Policy will remain in place until further notice.

## IV. Equipment Loan Policy



### LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

#### LACCD EMERGENCY OPERATIONS CENTER

#### COVID-19 RECOVERY POLICY STATEMENT

#### EQUIPMENT LOAN POLICY

JUNE 15, 2020

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#### BACKGROUND

During the COVID-19 public health emergency, the faculty, staff and unclassified employees of the Los Angeles Community College District (LACCD) have been working from home or other remote locations for the continuation of academic and business operations.

This policy provides the guidance and procedures for the loan of District equipment and supplies by District personnel during the COVID-19 public health emergency. A separate procedure guideline is attached.

#### POLICY

Equipment loans to faculty, staff, or unclassified employees must be for the sole purpose of furthering the District's mission. Employees must provide a bona fide business reason as part of the equipment loan approval process to be included in the Equipment On-Loan form. Employees who have been loaned equipment are responsible for its safe keeping. The appropriate College Vice President or the appropriate District Division Head has custodial responsibility for the equipment. All asset tagged or tracked equipment must be documented in the asset inventory system as set forth by the [LACCD Asset Management Policies](#).

Equipment available for loans may include: laptops, external monitor, data/video projectors, tablets, document cameras, microphones, cords, stands, scientific lab equipment, culinary equipment, musical instruments. All loans are subject to equipment availability.

It is the responsibility of the College Vice Presidents or the District Division Heads to approve any loans of equipment and to notify the District's Office of Information Technology for technology equipment and/or the Business Unit Offices for non-IT equipment, accordingly. Extenuating or special circumstances will be handled on each campus on a case-by-case basis.

This policy does not include office furniture or instructional space furniture. No office furniture or instructional space furniture will be taken or loaned.

Employees who currently use equipment in order to receive a reasonable accommodation in the workplace due to a disability shall contact their Vice President/Division Head immediately in the event they are experiencing any access issues to technology equipment that has already been duly approved for use by the employee through the District's [Administrative Regulation B-32 procedures](#).

The Vice President/Division Head shall evaluate and appropriately resolve access issues. Any new requests for reasonable accommodation due to disability requiring use of equipment at home shall be submitted to the site's ADA Coordinator for appropriate processing under B-32 procedures. Upon completion of this process, the ADA Coordinator shall notify the appropriate Vice Presidents/Division Head in any instance where a new and/or additional reasonable accommodation for an employee is approved. This policy does not supersede the procedural requirements for employees seeking new or modified reasonable accommodation outlined in the B-32 regulations.

This Recovery Policy will remain in place until further notice.



## LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

### LACCD EMERGENCY OPERATIONS CENTER

### COVID-19 RECOVERY POLICY STATEMENT

### EQUIPMENT LOAN POLICY

JUNE 15, 2020

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#### Equipment Loan Procedure

- The employee reads, completes, signs and dates the appropriate equipment on-loan [form for technology or office equipment](#) on the District website. The employee must submit business case/justification to the appropriate College Vice President or District Division Head to determine eligibility, equipment need and to gain approval.
- The application must include a compelling business justification, current location of equipment (if displaced from office or instructional space) and location where the equipment will be used.
- In the case of technology equipment, the employee makes an appointment with Information Technology to discuss installation needs, ancillary cabling needs, and to get minimum training necessary for installation at home. IT staff will NOT provide installation at the employee residence but will provide remote assistance as appropriate.
- The employee may only use the equipment for LACCD official business in accordance with [Administrative Regulations – B-27 Use of Computing Facilities](#).
- The employee understands that a very limited inventory of equipment is available to eligible employees and may impact their ability to retain equipment.
- Equipment must be picked up by the person reserving the equipment with a valid LACCD personnel identification card unless other arrangements have been made. Employee must follow district and college policies and procedures for coming on campus if picking up the equipment in person.
- Loans are for the duration of remote operations due to COVID-19 public health emergency plus a maximum of 30 days past unless otherwise authorized by the appropriate Vice President

#### Equipment Return

- The loaned equipment remains the property of LACCD and the employee will return the equipment in the condition it was received by the due date.
- The employee will log off of all accounts and delete all personal information prior to returning the equipment
- Appropriate LACCD staff will examine the equipment for damages and sign off on the return.
- Office of Information Technology personnel will digitally wipe and re-image all technology equipment before re-use.
- The employee shall take reasonable precautions to protect the equipment from being damaged, lost or stolen.
- In cases where the equipment is damaged, lost, or stolen, the employee must contact their immediate supervisor immediately.
- If the equipment is stolen, the employee must file a police report with the local police and provide the LACCD with a copy of the police report.
- Failure to return the equipment, returning the equipment past the due date and/or returning damaged equipment may result in the employee being held liable to LACCD for replacement costs.

## V. Middle College High Schools and High Schools



### LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

### LACCD EMERGENCY OPERATIONS CENTER COVID-19 RECOVERY POLICY STATEMENT MIDDLE COLLEGE HIGH SCHOOLS & HIGH SCHOOLS JUNE 15, 2020

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#### BACKGROUND

There are five middle college high schools and/or high schools located on LACCD college property or District sites, including middle college high schools at Los Angeles Harbor College and Los Angeles Trade-Technical College; a middle college high school and a high school at Los Angeles Southwest College; and a high school at the Van de Kamp Innovation Center.

This Recovery Policy provides direction and guidance for the safe operations and interfaces of the middle college high schools or high schools while acknowledging that some of the specific plans and coordination will be unique to each college based on contractual responsibilities and other agreements.

#### POLICY

- **Access and Egress**  
The Los Angeles County Sheriff's Department (LASD) Community College Bureau team, per college, will control access and egress for the middle college high school and/or high school students, staff and parents/legal guardians of the students. Traffic flow, drop-off and pick-up locations, physical spacing and parking shall be determined by LASD Community College Bureau personnel based on standards for safety, social distancing, crowd control, and other health-related factors using guidelines and orders from the Los Angeles County Department of Public Health.
- **Use of College Facilities**  
No college facilities are open for the use of the middle college high schools or high schools, including, but not limited to: gymnasium, athletic fields, cafeteria, bookstore, and library. The middle college high schools and high schools are "self-contained" and students and staff are expected to remain solely on their designated premises, except for arrival and departure.
- **Cleaning and Sanitation**  
The middle college high schools and high schools must be maintained to the same minimum standards as the rest of the college or District facility where located. Custodial and other related maintenance staff must follow LACCD protocols such as social distancing, use of Personal Protection Equipment (PPE) such as facial coverings, etc. Similarly, all persons entering the high school must adhere to current health and safety guidelines by the [Los Angeles County Department of Public Health](#) and [Safety Advisories](#) as issued by the LACCD Emergency Operations Center.
- **Academic Elements Provided by the College**  
Instructional modalities and other academic and student support services should be planned based on consultation with the college administration, faculty, and labor units within the terms and conditions of Collective Bargaining Agreements.

This Recovery Policy will remain in place until further notice.

## VI. Hard to Convert Classes



### LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

#### LACCD EMERGENCY OPERATIONS CENTER

#### COVID-19 RECOVERY POLICY STATEMENT

#### HARD TO CONVERT CLASSES FOR FALL 2020 SEMESTER

JULY 7, 2020

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#### BACKGROUND

The return of classes to in-person modalities for the Los Angeles Community College District (LACCD) will occur when allowed per current [Health Orders](#) from the Los Angeles County Department of Public Health, mostly likely during Stage 3 of the Los Angeles County Recovery Plan. All District and college policies and practices must align with restrictions and guidelines within that stage as a minimum standard for the safety of all faculty, students and staff. Bringing classes back to campus will be challenging and require coordination and resources.

#### POLICY

- Limit the number of classes brought back to minimize the potential for community spread and can allow for effective safety guidance, protocols for Personal Protection Equipment (PPE), social distancing, testing and contact tracing.
- What can be completed online must be maintained online during Stage 3 of the County recovery plan.
- For those classes offered in person, every effort must first be made to maximize the number of course hours occurring online to help minimize the number of course hours occurring in person.
  - Simulations should be utilized when available and distribution of supplies for at-home activities is permissible to minimize the in-person hours.
- Only allow courses on site that must meet one or more of the following criteria:
  - Have course or program objectives and activities that cannot be done at home in a remote learning environment
  - Requires supplies or equipment not available or that cannot be satisfactorily reproduce in a virtual format for remote learning
  - Requires that in-person hours must be completed for employment, licensing, or articulation purposes for external boards
  - Requires in-person training for safety or skills abilities prior to entering a field for apprenticeships or internships
- If the number of courses needed for in-person instruction exceeds the onsite capacity, courses may need to be delayed to a semester where such capacity exists or in which health restrictions are further lifted.
  - Each College President is the final authority on determining the priority for which courses are able to be offered on campus.

#### POLICY CONSIDERATIONS

This policy requires the following criteria must be included in all plans:

- Cost estimates for PPE and cleaning supplies
- Full adherence by all LACCD faculty, students and staff to all L.A. County health guidelines and protocols of all required equipment, PPE, and cleaning supplies
- Complete protocols, plans/documentation and schedules for District/College personnel regarding the cleaning of all needed classroom equipment and workspaces both before and after each classroom session, plus cleaning of restrooms and other facilities
- A communications plan for the distribution of all plans, signage, protocols and procedures for all faculty, students and staff
- Ensure all required special accommodations for students with disabilities for safe return to in-person instruction

## **APPENDIX F: Safety Advisories**

The Following Safety Advisories were developed by the EOC, distributed Districtwide, and are posted online at <http://laccd.edu/About/News/Pages/Safety-Advisories.aspx>.

- I. Use of Face Coverings in Public to Reduce COVID-19 Exposure
- II. Essential Worker Social Distancing
- III. On-campus Activities & Events During the 2020 Coronavirus Pandemic
- IV. Protocols for Reporting COVID-19 Exposure Incidents
- V. Vehicle Curbside Pickup-Dropoff Protocol

## I. Use of Face Coverings in Public to Reduce COVID-19 Exposure



### LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

#### USE OF FACE COVERINGS IN PUBLIC TO REDUCE COVID-19 EXPOSURE

*Issued April 9, 2020, Revised April 17, 2020*

#### INTRODUCTION

In order to further reduce the spread of COVID-19 within the City of Los Angeles, a "Public Order under City of Los Angeles Emergency Authority" was issued on April 7, 2020, and revised on April 10, 2020. This "Worker Protection Order" provides instruction to the City's essential workers who are engaged in "non-medical" activities to wear "non-medical grade cloth face coverings" which should help curb the spread of COVID-19, by preventing the transmission of respiratory droplets (aerosols) that may contain the virus.

<https://www.lamayor.org/sites/g/files/wph446/f/page/file/WorkerProtectionOrdAPR10.pdf>

**NOTE:** *This LACCD Safety Advisory is effective April 10, 2020 until further notice. This advisory reflects the current best management practices, requirements and recommendations from relevant jurisdictional authorities and is subject to change as more information becomes available.*

#### LACCD REQUIREMENTS

In response to the City of Los Angeles Worker Protection Order, all employees should utilize their mandated cloth face coverings when in public areas within the City. When on District property, **all employees must wear cloth or other non-medical grade face coverings** for employee protection against COVID-19 in "low exposure risk" areas (e.g., outdoors and inside of clean buildings). Vendors and any visitors are also advised that cloth face coverings are required while at District facilities or the colleges.

#### CENTER FOR DISEASE CONTROL RECOMMENDATIONS

The Center for Disease Control (CDC) recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Cloth face coverings are not surgical masks or N-95 respirators (i.e. medical-grade respirators), which are generally reserved for healthcare workers and emergency responders. The District also requires such masks for occupational access to certain buildings that are suspect of recent airborne pathogens exposure (within three days) and/or recent environmental pathogens exposure (within eight days). This guidance is based on Occupational Safety and Health Administration (OSHA) and National Institute of Occupational Safety and Health (NIOSH) safe work practices and may be found in the District's protocol on Cleaning College Facilities for COVID-19 Exposures. In any case, the District remains committed to supporting workplaces that are "safe and healthful" for all employees [Labor Code Section 6403].

<https://law.onecle.com/california/labor/6403.html>

Revised 04/17/20

## II. Essential Worker Social Distancing



### LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

#### ESSENTIAL WORKER SOCIAL DISTANCING

April 17, 2020

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#### INTRODUCTION

In order to further reduce the spread of COVID-19 among the Los Angeles Community District's facilities and colleges, including satellite campus facilities and the District's Educational Services Center, the District is enforcing this Essential Worker Social Distancing Protocol, which is adopted from the Los Angeles County Department of Public Health Social Distancing Guide published April 6, 2020 online at:

<http://publichealth.lacounty.gov/media/Coronavirus/GuidanceSocialDistancing.pdf>

**NOTE:** ALL LACCD facilities and colleges are physically closed to all but essential workers. Protective cloth face coverings are mandatory upon entry for all personnel. Security personnel will be equipped to provide limited personal protective equipment (PPE) to essential workers, but are authorized to restrict access to District facilities and colleges in the event such equipment is not available or persons seeking entrance to any LACCD facility or college do not already have their own PPE. This Advisory is subject to change and revision as further information becomes available.

#### ESSENTIAL WORKER SOCIAL DISTANCING PROTOCOLS TO BE USED AT ALL TIMES WHILE ONSITE AT ANY LACCD FACILITY OR COLLEGE:

1. Always keep in mind, "safer at home orders" to determine whether you need to be physically at any LACCD facility or college
2. Avoid public transportation services if possible
3. Avoid any place where more than 10 people are together
4. Maintain a minimum distance of at least six (6) feet apart from others
5. Limit your foreseeable exposure in small enclosed areas:
  - a. Take stairs instead of elevators or ride alone
  - b. Use phones, Zoom, text messages or emails to communicate to coworkers
  - c. Do not meet in small conference rooms
  - d. Be mindful of narrow corridors and portals; wait for others to pass
  - e. Plan your routes in advance to the extent possible to avoid others
  - f. Consider only one person at a time in restrooms, where possible.
6. Wash your hands frequently, at least every 30 minutes, preferred, or use an alcohol-based hand sanitizer or hand wipes periodically
7. Keep work areas clean, including phones, desks, keyboards and other devices

Released 04/17/20

### III. On-campus Activities & Events During the 2020 Coronavirus Pandemic



## LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

ON-CAMPUS ACTIVITIES & EVENTS DURING THE 2020 CORONAVIRUS PANEDMIC  
April 28, 2020

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Effective: May 1, 2020

No on-campus activities/events will be available at any of the nine LACCD colleges, including City, East, Harbor, Mission, Pierce, Southwest, Trade-Tech, Valley and West, plus the ELAC South Gate Campus, the Van de Kamp Innovation Center, Mission's Sunland-Tujunga Satellite and the District Office. There will be no gatherings of more than two (2) people and those people are expected to exercise social distancing of at least six (6) feet apart.

If something must be distributed on campus or at a District facility, there can be no direct contact and the distributor-distributee must be at least 15 feet apart, such as one who drives up in a vehicle, pops the trunk open, and the distributor drops the pick-up in the trunk.

Any exception to this policy may only be approved by the College President or the appropriate site authority on a single case basis and must comply with all applicable Executive Orders, Public Health Orders and District policies and procedures.

This Safety Advisory will remain in place until further notice.

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Final 04/28/20

## IV. Protocols for Reporting COVID-19 Exposure Incidents



### LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY PROTOCOLS FOR REPORTING COVID-19 EXPOSURE INCIDENTS June 5, 2020

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#### INTRODUCTION

In order to further reduce the spread of COVID-19 within the Los Angeles Community College District, including the nine (9) colleges and all District property, the District is enforcing these Protocols for Reporting COVID-19 Exposure Incidents. These reporting protocols will assist all LACCD employees who are contacted by individuals who report COVID-19 health concerns regarding:

- POSITIVE [those who have positive test results]
- SUSPECTED [those who exhibit CDC symptoms]
- EXPOSURE [those who have been exposed to positive or symptomatic individuals and who have been in close contact]

#### REPORTING PROTOCOLS FOR LACCD EMPLOYEES

Any LACCD employee who receives a communication from another individual (employee, student, member of the public) who reports a COVID-19 incident relating to testing positive, testing positive for antibodies, suspected COVID-19 based on CDC-published symptoms, or exposure to individuals/situations of COVID-19 infection, must:

1. Immediately report the incident to their respective College President (or Division Head as appropriate) with the student's LACCD identification number. If the individual is an employee include the full name of the employee and the employee's work location. If the communication was through email/Canvas, please forward that communication as well. Phone numbers for all Presidents are online at [www.laccd.edu/coronavirus](http://www.laccd.edu/coronavirus).

#### INITIAL RESPONSE TO PERSON REPORTING POSITIVE COVID-19 TEST

Please give the following information/instructions:

1. Immediately home-quarantine for 14 days
2. Instruct individual to tell his/her close contacts to home-quarantine for 14 days
3. Call your doctor/healthcare provider for further direction
4. Continue to monitor symptoms closely and seek care if symptoms escalate
5. Keep in contact with your instructor/supervisor with updates on your condition
6. Make arrangements for any class/work accommodations if needed
7. Remain in contact with Los Angeles County Department of Public Health (LACDPH)
8. Seek medical attention immediately if you are having difficulty breathing or keeping fluids down

#### INITIAL RESPONSE TO PERSON REPORTING COVID-19 SYMPTOMS

Please give the following information/instructions:

1. Immediately home-quarantine for 14 days
2. Get tested at any LACDPH test sites immediately  
<https://covid19.lacounty.gov/testing/>
3. Call your doctor/healthcare provider for further direction
4. Continue to monitor symptoms closely and seek care if symptoms escalate



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5. Keep in contact with your instructor/supervisor with updates on your condition
  6. Make arrangements for any class/work accommodations if needed
  7. Seek medical attention immediately if you are having difficulty breathing or keeping fluids down

**CLOSE CONTACT DEFINED**

The term “close contact” refers to any of the following people who were exposed to a patient with presumed or confirmed COVID-19 while they were infectious such as a household member, intimate contact or caregiver.

A person is considered to be exposed when in “close contact” with a person with presumed or confirmed to have COVID-19 if:

1. The person was within six (6) feet of a person with presumed or confirmed COVID-19 for more than 15 minutes – OR
2. Had unprotected contact with the body fluids and/or secretions, such as being coughed or sneezed on, shared utensils, shared saliva, or provided care without wearing PPE of a person with presumed or confirmed COVID-19.
3. A person with COVID-19 is considered to be infectious from 48 hours before their symptoms started until their isolation period ends.
4. Asymptomatic persons with laboratory-confirmed COVID-19 infection are considered to be infectious from 48 hours before their test was taken until 10 days after their test was taken.

**INITIAL RESPONSE TO PERSON REPORTING COVID-19 EXPOSURE**

Individuals who are known to have had **CLOSE CONTACT** (as described above) with a person presumed or confirmed to have COVID-19 are **to be sent home immediately to self-monitor and quarantine for 14-days following the last contact with the person.**

**FOR EMPLOYEES**

- a. If this person is an employee, quarantine leaves related to COVID-19 will be applied for up to 14 days. During the quarantine leave, no employee shall go into less than full paid status if illness days are insufficient to cover the leave period.
- b. If employees or family members become symptomatic, they are to immediately seek medical treatment and notify their supervisor as soon as reasonably possible.
- c. If the employee was in a location that the person presumed/confirmed COVID-19 had visited and there was no close contact or prolonged exposure, the employee need only self-monitor.
- d. If the employee had contact with a coworker who has been told to quarantine as a result of a close contact with a person presumed/confirmed COVID-19, the employee need only self-monitor.
- e. Please note that the LACCD will continue to operate in remote learning platforms and remote business environments until it is determined that our



**LACCD EMERGENCY OPERATIONS CENTER  
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colleges can safely repopulate [*Chancellor's Communication-COVID-19 Update May 28, 2020*].

**FOR STUDENTS**

- f. If this person is a student, please inform the student to:
- i. Immediately home isolate for 14 days
  - ii. Get tested at any LA County Public Health test sites immediately <https://covid19.lacounty.gov/testing/>
  - iii. Call your doctor/healthcare provider for further direction
  - iv. Continue to monitor symptoms closely and seek care if symptoms escalate
  - v. Keep in contact with your instructor/supervisor with updates on your condition
  - vi. Make arrangements for any class/work accommodations if needed
  - vii. Seek medical attention immediately if you are having difficulty breathing or keeping fluids down

**CENTER FOR DISEASE CONTROL (CDC)**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## V. Vehicle Curbside Pickup-Dropoff Protocol



### LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY VEHICLE CURBSIDE PICKUP/DROPOFF PROTOCOL June 15, 2020

#### INTRODUCTION

In order to further reduce the spread of COVID-19 at the Los Angeles Community College District (LACCD) colleges, satellite campus facilities and District facilities, the District is enforcing this Vehicle Curbside Pickup and Drop-off Protocol, which is adopted from the Los Angeles County Department of Public Health [Protocol for Vehicle-Based Parade published](#) May 25, 2020:

#### CAUTION

LACCD facilities are currently closed to all except designated essential workers. At certain times, the colleges may require employees or students to go to a college campus to pick up materials or equipment, or to drop off materials such as library or bookstore loaned books.

#### CURBSIDE PICKUP OR DRIVE-THRU EVENT PROTOCOLS

1. A Vehicle-Based Curbside Pickup or Drive-Thru Event must have a designated Host College/LACCD site and LACCD Employee(s) who is/are responsible for ensuring compliance with this Protocol during the event. This Safety Advisory applies to all LACCD sponsored and non-sponsored events.
  - a. A Curbside Pickup or Vehicle-Based Parade is an event where, during the entirety of the event, every participant, excluding the Host, Personnel, and the LASD, except as expressly provided herein, the student and or employee remains in a fully enclosed motorized vehicle with the seat belt fastened and where all occupants of each enclosed vehicle are members of a single household. For clarity, an enclosed vehicle does not include a motorcycle, a convertible with the top open, a vehicle with no doors, or a bicycle. If the vehicle is a ride-share, all occupants in the vehicle must remain in the vehicle with seat belts fastened.
  - b. The Curbside Pickup or Vehicle-Based Parade must have a designated LACCD employee(s) who is/are responsible for ensuring compliance with this Order during the event. Only those personnel of the LACCD or organization necessary to facilitate the parade/drive thru event and to ensure compliance with this Protocol can be present ("Personnel").
  - c. The Host College/LACCD site must ensure participants, LACCD personnel and LASD adhere to the Face Covering and Social (Physical) Distancing Requirements.
  - d. The Host College/LACCD site is responsible for planning the Curbside Pickup or Vehicle-Based Parade event in a manner that complies with all ordinances, permitting requirements, traffic control requirements, and laws of the city or other locality where the event is held.
2. For gatherings of more than 20 vehicles, the Host College/LACCD site must arrange for and provide sufficient LASD personnel sufficient to ensure compliance with the Protocol and address any traffic and safety issues. The Host College or District facility must notify the LACCD Emergency Operations Center of the event before it can occur.
3. The College/LACCD site must develop a Curbside Pickup or Drive-Thru event plan that includes all the elements noted in the Event Plan section below.
4. Only those personnel of the College who are necessary to assist with the Curbside Pickup or Vehicle-Based Parade can be present outside of their vehicles, except as expressly provided below. All personnel assisting the Host College/LACCD site, must use a cloth face covering whenever in contact with others.
5. Participating vehicles cannot exceed their maximum occupancy.
6. Events are by invitation only, with participating vehicles limited to the capacity size of the location, as approved by the local jurisdiction or the LASD.



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**VEHICLE CURBSIDE PICKUP/DROPOFF PROTOCOL**  
June 15, 2020

7. The Curbside Pickup or Vehicle-Based Parade must take place in an outside location large enough to accommodate the amount of cars invited to line-up as part of the event. Spacing between vehicles must be sufficient to allow for emergency entry and exit.
8. The occupants of a vehicle must be members of the same household or living unit. Participants cannot change vehicles during the parade.
9. If any of the windows on a vehicle is open, the occupants of the vehicle must wear a face covering when approached by event organizers, Personnel, LASD, or the Host College/LACCD site.
10. The Host College/LACCD site may provide a document to one vehicle/parade participant at a time, including a diploma or other paper, or carry away charitable donations, but must do so while adhering to face covering requirements. One person in each vehicle may, as permitted by the Host College/LACCD and adhering to face-covering requirements, leave the vehicle to receive or pick-up items, including a diploma or charitable donations, one vehicle at a time.
11. Occupants of a participating vehicle cannot leave their vehicles except for emergency purposes, to use restroom facilities or as permitted by the Host for brief periods of time (to drop off or pick up items, or to receive a diploma) one vehicle at a time. While outside of the vehicle, participants must use a cloth face covering and remain as distanced from the Host and Host's personnel as possible.
12. If the Host College/LACCD site makes toilet facilities available during the event, they must be sanitized by the Host or Personnel on a regular basis. Markers should be set up to indicate appropriate physical distancing for any line that forms for the restroom. A maximum of 5 people should be allowed to wait in line.
13. Any items or food and drink related trash brought by occupants of a vehicle must remain in the vehicle. No sales of any items or food is permitted during the parade.

**EVENT PLAN**

1. The Event Plan should be developed by the College/LACCD site prior to inviting persons to participate in the Curbside Pickup or Vehicle-Based Parade event.
2. The Event Plan must also be provided in advance to each invitee and to the local jurisdiction if such jurisdiction has a permitting process.
3. The Event Plan must also be shared in advance with the LASD.
4. The Event Plan must be posted prominently at the gathering location and include:
  - a. Host College/LACCD contact information, cell phone number and e-mail address.
  - b. The total number of Personnel needed to facilitate the event.
  - c. The estimated number of participating vehicles and the estimated length of time the event will last, as approved by the local jurisdiction.
  - d. How the vehicles will line up for entry into the Host's designated location.
  - e. How the arrangement of vehicles will allow for sufficient space to permit emergency entrance and exit from the vehicles.
  - f. How the Host College/LACCD, Personnel, and LASD will monitor the event so that only the occupants of one vehicle are allowed to exit their vehicle at a time during the event (except for toilet facility use and emergency).
  - g. If applicable, how the Host or Personnel will monitor the line at the restrooms to ensure Social Distancing Requirements are being met and no more than 5 people are waiting in line.
  - h. If applicable, how the Host College/LACCD site or Personnel will ensure the bathrooms will be disinfected between uses.

## **APPENDIX G: LACDPH Institutes of Higher Education Re-opening Checklist**

**The LACDPH is planning to release its IHE Re-opening Checklist in July, in coordination with the State Department of Public Health and the Office of the Governor. The LACDPH information will be added when available.**

**APPENDIX H: ICC Individual College Plans for Hard-To-Convert Classes**

**These plans are currently under review by the LACCD EOC and will be added as soon as possible.**