



**AMERICAN SAMOA
COMMUNITY COLLEGE
PRESIDENT'S OFFICE**

March 12, 2020

AMERICAN SAMOA COMMUNITY COLLEGE MEMORANDUM #016-2020

TO: General Distribution

FROM:

Dr. Rosevonne M. Pato
President, American Samoa Community College

SUBJECT: **ASCC Immediate Action Plan for COVID – 19 Preparations**

In accordance with the American Samoa Community College Governance Policies,

3016 Responsibility to College

“It shall be the primary responsibility of all levels of the American Samoa Community College management to enforce safety procedures to safeguard its employees and clients. Safe practices on the part of all employees must be part of all operations.”

and

3016.1 Emergency Situations

“The President shall establish administrative procedures and plans of action to enable the faculty, staff, and students to respond appropriately during emergency situations.”

The following Action Plan will take effect immediately to ensure a safe and healthy work environment:

Travelers:

1. All employees of ASCC who have travelled through the ASCC Travel Authorization and are returning to American Samoa and to the ASCC campus workplace (as of the issuance of the *ASG GM -024 Suspension of ASG Travel Due to Coronavirus* and *ASCC Memorandum #014 – 2020 Revised Travel Advisory*), upon return from travel will remain in self quarantine at home for the recommended 14-day period as advised by the ASG Department of Health. The ASCC employee will be issued administrative leave for this period of home quarantine.
2. All employees who travel off island (out of the AS territory) for personal reasons, upon return from travel and to the ASCC campus workplace (as of the issuance of the *ASG GM -024 Suspension of ASG Travel Due to Coronavirus* and *ASCC Memorandum #014 – 2020 Revised Travel Advisory*), will remain in self quarantine at home for the recommended 14-day period as advised by the ASG Department of Health. The ASCC employee will take sick leave, annual leave or LWOP dependent on the leave accrued. Leave Sharing and Advanced Leave do not apply for this containment period.
3. All ASCC employees and ASCC students have a responsibility to report any off-island travel taken (as of the issuance of the *ASG GM -024 Suspension of ASG Travel Due to Coronavirus* and *ASCC Memorandum #014 – 2020 Revised Travel Advisory*) to the respective supervisor, instructor, or administrator and may need to be issued a self quarantine at home for the 14-day period as advised by the ASG Department of Health.

Visitors to Campus:

4. All visitors to campus should report to the Security Office at the Entrance of the Main Quad Area of the campus.
5. Gates will be closed for employees and students on Mondays through Fridays before 7:00am and after 6:00pm. During these hours of gate closure, all persons coming on campus need to park, pick-up, or drop-off at the front of entrance area only.
6. On Saturdays and Sundays the campus will be closed.

Physical Facilities / Sanitization

7. All employees will take all necessary measures to provide a clean and sanitary environment for all. All janitorial and custodial personnel will do a thorough cleaning and disinfection of facilities on a regular basis throughout the day,
8. All staff in charge of equipment in the work area or class area (computer labs, etc) will clean and disinfect equipment on a regular basis throughout the day.
9. The College will provide hand sanitizers, cleaning wipes, and disinfectants in restrooms and areas of congregation such as classrooms and laboratories.
10. All employees will encourage and promote and enact the hand washing and hand sanitization for the work staff and students.

Symptomatic Precautions

11. All employees, students, or visitors upon entrance on campus may be subject to a routine check by identified staff for coughing, fever, or shortness of breath or other signs of possible symptoms of COVID – 19 as indicated by the ASG Department of Health. IF positive response for these signs, the individual may be sent home and off campus.
12. Any person who may be experiencing symptoms as indicated should report it immediately and take steps toward social distancing.

Other Precautionary Measures

13. Avoid congregating in the halls at work
14. Possibly reduce staff to minimal number that can provide services needed for work from home
15. Encourage and implement teaching of good hygiene
16. Encourage all to practice social distancing (limited physical contact)

This is the ASCC Immediate Action Plan for COVID – 19 Preparations effective today March 12, 2020. ASCC's Action Plan for instruction, work schedules, and other measures to prepare for COVID – 19 will be forthcoming.