



AMERICAN SAMOA  
COMMUNITY COLLEGE

PRESIDENT'S OFFICE

March 31, 2020

AMERICAN SAMOA COMMUNITY COLLEGE MEMORANDUM #023-2020

TO: General Distribution

FROM:

Rosevonne M. Pato

President, American Samoa Community College

SUBJECT: **ASCC Employee Staffing and Social Distancing**

In compliance with the GENERAL MEMORANDUM NO. 031-20 ASG Employee Staffing Levels and Social Distancing issued on March 30, 2020 from Governor Lolo M. Moliga, the American Samoa Community College will move to the following Staffing and Social Distancing actions effective April 1, 2020:

**ALL Faculty and ALL Students**

Online MOODLE instruction and learning. No face-to-face courses.

**Student Services Identified Staff and ALL Students**

Online MOODLE services for Counseling, Tutorial, Library. No face-to face services.

**Staff**

1. **Staff** are shifted to a 50% staffing of 20-hour a week work schedule to report to work as per approved staff scheduling. Due to the nature of work and varied responsibilities each division is held accountable for scheduling staff accordingly. The following schedules are identified:
  - a. **Work Plan 1** - 50% staffing Tier 1 (Monday, Wednesday – 10-hour day) and 50% Staffing Tier 2 (Tuesday, Thursday – 10-hour day).
  - b. **Work Plan 2** - 50% staffing in the morning (7:30 – 1:00pm, Monday – Thursday) and 50% staffing in the afternoon (1:00pm – 6:00pm, Monday - Thursday).
  - c. **Work Plan 3** – 100% staffing remote work schedule from home

d. **Work Plan 4** – work schedule 24/7 for essential operations

Supervisors along with the Human Resources Officer will be monitoring and documenting work hours with approved action plans for each staff in all divisions of the College. **Staff** that have been approved for remote work from home must have a pre-approved outcome-based action work plan.

The following responsibilities are to be adhered to and are in the CODE BLUE status:

- **All** staff must ensure the provision of quality services to the stakeholders of the College and that these services are given through best efforts and practices despite the limited and restricted work conditions. Supervisors are to work out a schedule for the reduction of staff to a minimal number at the worksite (no more than 50% at any given time) that can provide services needed.
- **All** staff need to practice precautions and emphasis on social distancing, hygiene and wellness while at the workplace.
- **All** meetings and gatherings in the workplace will be limited. The leadership is to work toward communication in the form of video conferencing, phone calls, and emails.
- The Human Resources Officer will provide daily staffing reports to the Executive Leadership during this period.

**Campus Restrictions**

Apply as stated in ASCC Memorandum #022-2020

**Equipment Availability**

Apply as stated in ASCC Memorandum #022-2020