



AMERICAN SAMOA
COMMUNITY COLLEGE
PRESIDENT'S OFFICE

July 1, 2020

AMERICAN SAMOA COMMUNITY COLLEGE MEMORANDUM #038-2020

TO: General Distribution

FROM:

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

SUBJECT: ASCC CODE BLUE Amended Action Plan for COVID – 19

Due to the 6th **AMENDED DECLARATION OF CONTINUED PUBLIC HEALTH EMERGENCY AND STATE OF EMERGENCY FOR COVID-19** issued by the ASG Governor Lolo Moliga and sent to the ASG Cabinet Members as of June 30, 2020, the ASCC CODE BLUE Action Plan for COVID – 19 has been amended through the following statement:

“ 17. All public schools, private schools, daycares, and ASCC will be reopened, along with the approval to hold Summer School Programs provided that the social distancing protocols are adhered to faithfully with encouragement to wear face masks where it is deemed advisable. The opening of schools for the next school year (2020 – 2021) is authorized. The Daycare Centers are also authorized to reopen.”

To be effective July 1, 2020 and to adhere to the following actions:

Instruction for Summer 2020 semester to be continued as planned and approved

1. Instructional programs will be conducted as approved and identified and scheduled in a modified format via MOODLE, Face-to-Face and a combined online and Face-to-Face format.

2. **Limited numbers of students** are to report to campus. **All** students are to follow the modified schedule identifying the days of use of MOODLE online instruction and Face-to-Face instruction.
3. In order to meet the social distancing requirements and limited students on campus at any given time, **ONLY Continuing Students** and students in **Continuing Education programs** of Teacher Education, Nursing, Trades and Technical, and Dual Enrollment will be allowed to register and enroll in Summer 2020 courses.
4. **All** faculty scheduled to teach during the summer session are to participate in MOODLE training. **All** faculty must ensure coursework are uploaded and fully accessible to students through MOODLE.

Student Services to be continued as planned and approved

1. **All** Student Services will be accessible via MOODLE and Face-to-Face as scheduled by appointment.
2. **Scheduled appointments** for students are recommended for all student services when possible. All Continuing Students and Continuing Education program students are highly encouraged to continue to use MOODLE for services. Face to Face service assistance and guidance in the areas of Records, Financial Aid, Admissions, Counseling, Tutorial, and Library Services may be conducted following all social distancing requirements and the wearing of face masks.
3. **Identified** Computer Labs are available for use by Summer 2020 registered students.
4. **Face to Face Placement Testing and Registration** will be conducted as scheduled and approved on the designated times and dates and locations.

Staff

1. **All** staff are required to report to work on the regular 40-hour per week, 80-hour per pay period schedule.
2. **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 following all social distancing requirements and the wearing of face masks.
3. **All** staff need to practice precautions and emphasis on social distancing, hygiene and wellness while at the workplace.
4. **All** leadership are to work toward communication in adherence to the social distancing requirements and are highly encouraged to conduct communications in the form of video conferencing, phone calls, and emails. When meeting face to face it is recommended to follow social distancing and wearing of face masks.
5. The Human Resources Officer will provide weekly staffing reports to the Executive Leadership during this period.

Campus Restrictions

1. **No** children will be allowed on campus at any time. Any staff or faculty who bring children to the campus for any reason must have pre-approval. This is for health and safety precautions and in adherence to the Amended Declaration.
2. **Guests** are to check in (sign in) at the front security office and are recommended to set meetings through appointments.

3. Vendors, contractors, and community visitations to the College will be closely monitored by Security and Executive Leadership to ensure safety particular to all College personnel and affairs.
4. Outside leases or rental of classrooms, conference rooms, or facilities may be held during the Summer 2020 period however all social distancing and adherence to time limitations (no later than 9:00pm) must be followed.
5. During the weekdays, gates will be closed between the hours of 6:00pm through 6:00am. All after-hour activities must be pre-approved by the respective Vice Presidents or President.
6. On Fridays the campus will be open for regular work hours. All instructional or student activities held on Fridays, must be pre-approved by the respective Vice Presidents or President. All pre-approved scheduled instructional or student activities for Fridays are to be submitted to the Security Office.
7. On Saturdays, Sundays, and holidays the campus will be closed.

Equipment Availability

1. To ensure accessibility of students, faculty and staff to College resources for programs and services online, the Management Information System (MIS) has made accommodations for specific College equipment as well as allowing appropriate technological privileges for resources use during this period. Please work closely with your respective deans or supervisors for the effective use of these College services to suffice you with means in conducting College business with minimal disruption.

Hygiene, Wellness, and Cough Etiquette

1. All ASCC employees are strongly urged and encourage to use face masks when meeting face-to-face with students, community, and when in public areas.
2. All equipment and facilities should be cleaned and disinfected on a regular basis after use. Classrooms and bathrooms should follow a scheduled time for disinfecting and cleaning of facilities.
3. All bathrooms and classrooms should be equipped with hand sanitizer and or hand soap. Thorough hand washing is recommended.
4. Any employee, student, or guest on campus is advised to follow cough etiquette.
5. Any employee, student, or guest who may exhibit symptoms of persistent coughing, fever or shortness of breath may be referred to health or medical personnel for assessment.

The ASCC Code Blue Action Plan for COVID-19 is in accordance with the Amended Declaration issued by Governor Moliga and in alignment with ASCC Memorandum #016-2020, ASCC Memorandum #018-2020, ASCC Memorandum#20-2020, ASCC Memorandum #021-2020, and ASCC Memorandum #036-2020 as implemented by the ASCC President and endorsed by the Board of Higher Education.