

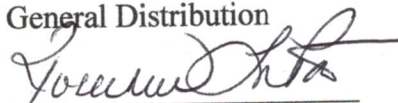


AMERICAN SAMOA
COMMUNITY COLLEGE

PRESIDENT'S OFFICE

March 23, 2020

AMERICAN SAMOA COMMUNITY COLLEGE MEMORANDUM #022-2020

TO: General Distribution
FROM: 
Rosevonne M. Pato
President, American Samoa Community College
SUBJECT: ASCC CODE BLUE Action Plan for COVID – 19

Due to the **AMENDED DECLARATION** to the 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 7:00pm March 20, 2020, the **ASCC CODE BLUE Action Plan for COVID – 19** will be effective March 23, 2020. The following actions are put into effect:

“The American Samoa Community College is closed until further notice”. The closure of the College entails the following:

Instruction:

1. **All** instructional programs will be conducted via MOODLE.
2. **No** students are to report to campus. **All** students are to use MOODLE for courses officially enrolled and registered into.
(Students who are unable to access courses must contact MIS using support@amsamoa.edu or 699-9155 ext. 350, inform course instructor, the Dean of Academics and the Vice President of Academic and Student Affairs who will guide you through the process of access to the course.)
3. **All** full-time faculty will report to work on March 23, 2020 to ensure coursework are uploaded and fully accessible to students through MOODLE. **All** adjunct faculty must ensure coursework are uploaded and fully accessible to students through MOODLE.
(PowerPoint presentations are available on MOODLE for guidance in coursework uploads and mechanics for course navigation).

4. Once courses are fully uploaded and faculty are ready for MOODLE instruction, **Faculty** must receive the approval of the Dean of Academics and Vice President of Academic and Student Affairs for clearance to work remotely from home in the delivery of online instruction.

Student Services

1. **All** Student Services will be accessible via MOODLE.
2. **No** students are to report to campus for any student service. All students are to use MOODLE for Student Services assistance and guidance in the areas of Records, Financial Aid, Admissions, Counseling, Tutorial, and Library Services.
3. **All** Computer Labs are closed and are not available for use by students.
4. **All** Student Services divisions' (DOSS) staff will be required to report to work on March 23, 2020 following the approved schedule of the 4 day/10 hour per day week schedule. Only upon the upload of identified specific services to MOODLE and with clearance from the Dean of Student Services and the Vice President of Academic and Student Services, DOSS staff may be approved to work remotely from home in the delivery of online services.

Staff

1. **All** staff are required to report to work as following the 4-day/10-hour work week schedule or as per approved alternative staff scheduling. Supervisors along with the Human Resources Officer will be monitoring and documenting regular hours with approved action plans for each staff in all divisions of the College.
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 despite the limited and restricted work conditions. Supervisors are to work out a schedule for the reduction of staff to a minimal number that can provide services needed for work from home.
3. **All** staff need to practice precautions and emphasis on social distancing, hygiene and wellness while at the workplace.
4. **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.
5. The Human Resources Officer will provide daily staffing reports to the Executive Leadership during this period.

Campus Restrictions

1. **No** children and **no** guests will be allowed on campus at any time.
2. 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.
3. Gates will be closed for employees on Mondays through Thursdays before 7:00am and at 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.
4. On Fridays, Saturdays and Sundays the campus will be closed. Only preapproved personnel are allowed on campus during the campus closure.

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.

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, and Memorandum #021-2020, as implemented by the ASCC President and endorsed by the Board of Higher Education.