



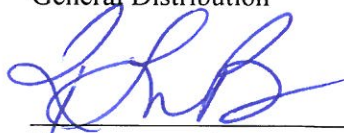
AMERICAN SAMOA
COMMUNITY COLLEGE
PRESIDENT'S OFFICE

June 3, 2022

AMERICAN SAMOA COMMUNITY COLLEGE MEMORANDUM #025-2022

TO: General Distribution

FROM:



Dr. Rosevonne M. Pato
ASCC President

Subject: **Amendment to COVID-19 Campus Plans and Regulations**

As of May 27, 2022, an amendment was issued by the Governor of American Samoa to the Declaration of Ongoing Public Health Emergency and State of Emergency.[1]

In response to the Territorial Declaration, the February 22, 2022 approved College Action Plan shall be superseded with the following internal regulations to comply with the Declaration of Ongoing Public Health Emergency and State of Emergency requirements. The following regulations shall be effective immediately beginning on the 06th of June 2022 and monitored by all administrators, and enforced by campus security as per College Policy 6200 Campus Safety. The College COVID-19 approved regulations were established with reference to the Declaration of Ongoing Public Health Emergency and State of Emergency.

COVID-19 Approved Regulations:

COVID-19 Regulation 6200.A: Enforcement of Face Masks (*Declaration of Ongoing Public Health Emergency State of Emergency, Section 1; Subsection (a), p. 2*)

1. ASCC personnel, enrolled students, external stakeholders, and any visitor that accesses the College premises are required to wear a Face Mask.[2]
 - a. Entry without a face mask(s) shall be prohibited at any time.
 - b. Face masks shall be worn at all times while on campus.

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- c. Campus security shall enforce the wearing of face masks. Failure to comply will result to the dismissal of the person(s) from college premises.
- d. Exceptions may be granted accordingly:
 - i. a person who cannot wear a mask or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (42 U.S.C. § 1201 *et seq.*);
 - ii. a person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the College safety guidelines and regulations; and,
 - iii. a person who is the sole occupant of an office.

COVID-19 Regulation 6200.B: Workplace and Gatherings (*Declaration of Ongoing Public Health Emergency State of Emergency, Section 2; Subsections (a); (b); (c), pp. 2-3); and (Declaration of Ongoing Public Health Emergency State of Emergency, Section 4; Subsections (a); (b), p. 3)*)

- 1. College employees and students are encouraged to be tested if they show symptoms associated with COVID-19.
- 2. Administrators are encouraged to take precautions to protect and prevent the spread of COVID-19 in offices, classrooms, and workstations:
 - a. Establish action plans approved by the Vice presidents and President that includes the maximum use of flexible work schedules, staggered hours, and remote/online work.
 - b. Sanitizing stations and mounted dispensers shall be accessible in front of every walking entrance(s) of each building to include offices, classrooms, and conference rooms.
 - c. Establish a reliable COVID-19 site on campus to provide opportunities for employees and students, vaccinated and unvaccinated for constant and consistent COVID-19 checks.
- 3. All employees and students shall adhere to social distancing requirements:
 - a. Mandating of face mask use at all times in accordance to COVID-19 Regulation 6200.A Face Mask;
 - b. Limiting access to facilities to prevent overcrowding and main social distancing requirements;
 - c. Arrange offices and classrooms so that employees and students are at least six-feet apart.
 - d. Take actions to keep employees and students from clustering near areas where they tend to congregate and/or gather.
 - e. Discouragement of social/large gatherings in buildings with poor ventilating systems.

COVID-19 Regulation 6200.C.1: College Employee Vaccine and Mandates (*Declaration of Ongoing Public Health Emergency State of Emergency, Section 7; Subsections (a); (b); (c); (d); (e); (f); (g), pp. 7-8*)

1. A full course of vaccination against COVID-19 is mandatory for all College employees including, but not limited to, career services employees and contracted employees.
 - a. ASCC employees must provide the Human Resources Officer with evidence of having completed the full course of vaccination against COVID-19 that was approved by the FDA or the World Health Organization.
 - b. Evidence of full course of vaccination must be documented in the form of a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state/territory immunization information system, or a copy of any other documentation containing the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s). Employees may be required to certify under penalty of perjury that the documentation they are submitting is true and correct.
 - c. Employees who fail to provide evidence of vaccination as required by Subsection (a) of this regulation, or do not have an approved accommodation under Subsection (f), are not permitted to work in any position inside a college owned facility, building, vehicle, or any location where they will be in the presence of other College employees or members of the public in the course of their employment.
 - d. Any employee who does not comply with Subsection (a) shall be placed on leave by their administrator or Human Resources Officer until the employee provides proof of required vaccination, the employee has an approved accommodation under Subsection (f), or when the COVID-19 regulations have expired. Pursuant to the ASCC Policy 4500 Employee Leave and the A.S.A.C §§ 4.0802(e) and 4.1005(a)(2), employees may use their accumulated annual or sick leave while they are on leave. Otherwise, the leave shall be without pay.
 - e. Nothing in the approved College regulations prohibits the termination of an employee for violation of standards established administratively which govern employee conduct and deportment pursuant to A.S.C.A. § 7.0801 or abandonment of position pursuant to A.S.C.A § 7.0804.
 - f. Exceptions to the vaccination requirement will only be permitted as required by law. A reasonable accommodation may be provided to employees who communicate in writing to the Office of Human Resources that they are not vaccinated against COVID-19 because of a disability pursuant to the Americans with Disabilities Act (42 U.S.C. § 1201 *et seq.*) or a valid medical reason or because of a sincerely held religious belief, practice, or observance. Requests for exemptions and accommodations must promptly be directed to the Human

e. Exceptions to the vaccination requirement will only be permitted as required by law. A reasonable accommodation may be provided to students who communicate in writing to the Admission Office that they are not vaccinated against COVID-19 because of a disability pursuant to the Americans with Disabilities Act (42 U.S.C. § 1201 *et seq.*) or a valid medical reason or because of a sincerely held religious belief, practice, or observance. Requests for exemptions and accommodations must promptly be directed to the Admission Officer/Admission Office. Students are required to complete and submit the approved ASCC student exempt form before he/she is cleared from admission. Failure to provide the completed student exempt form shall result in students unable to enroll in classes.

All ASCC personnel and students are to adhere to the following COVID-19 regulations. Administrators shall review internal processes to ensure that these regulations are followed.

[1] [Declaration of Ongoing Public Health Emergency and State of Emergency, May 27, 2022](#)

[2] [Face Mask: A product that covers the wearer's nose and mouth.](#)