



American Samoa Community College (ASCC)
April 28, 2022

COVID-19 Testing Requirements / Campus Access Action Plan

As of February 28, 2022, 12:00am, the Governor amended the Ongoing Public Health Emergency and State of Emergency Declaration.¹ The following College Action Plan adds to the COVID-19 – Code Red Emergency Personnel/Campus Action Plan.² COVID-19 Testing Requirements for Campus Access Action Plan shall be effective immediately beginning on April 29, 2022. It will be enforced by the Vice President of Administration and Finance (VPAF), Vice President of Academics, Community and Student Affairs (VPACS), and monitored by the Human Resource Officer (HRO) and Security Officer (SO).

Any person, student or employee, that is believed to be sick by the Security personnel will be not be given access to campus.

The following forms and requirements are in place to assist in this process:

- 1) Essential Employee Form
 - a. Must be submitted before 4pm the day before the employee is to be on campus.
 - i. For example, if a request is placed for an employee to enter campus on Friday, 4/22/22, this request should be submitted to VPAF by Thursday, 4/21/22 by 4pm.
 - b. Any request received after 4pm should be dated for 2 days after the current day.
 - i. For example, a request submitted on Monday, 4/25/22, at 4:15pm should be a request for an employee to enter campus on Wednesday, 4/27/22. Otherwise the form will be returned to the Administrator.
 - c. Appendix A includes the Essential Employee Form

- 2) Proof of Negative Test from Department of Health or LBJ Hospital taken up to 3 days prior
 - a. Appendix B includes 2 examples of acceptable Proof of Negative COVID-19 test, one provided by Department of Health, and one provided by LBJ Hospital if you visit the Emergency Room (ER).
 - b. Appendix C includes an example of a Department of Health (DOH) Clearance.

¹ [2022-4-28-Declaration Of Ongoing Public Health Emergency and State of Emergency](#)

² [COVID-19 – Code Red Emergency Personnel/Campus Action Plan](#)

The following restrictions and exceptions are in place for ASCC regarding COVID-19 Testing Requirements / Campus Access:

EMPLOYEES

A. Employee on campus for Work (on campus for more than 15 minutes)

- 1) Administrator (Dean, Director, Program Director, Officer, VP or President) must Email an Essential Employee Form to VPAF.
- 2) Employee must submit proof of Negative Test provided by Department of Health or LBJ Medical Center, taken up to 3 days prior to entering campus, to Human Resources (HR) and the Administrator for their office (Dean, Director, Program Director, Officer, VP or President)
- 3) If employee has tested positive in the past, please see “Positive COVID-19 for Employee”
 - a. Negative tests should be submitted to HR and Administrator by scanning and emailing to ascchumanresources@amsamo.edu, and carbon copy (cc) Administrator, or placed in HR Drop Box at Security Office.

B. Employee on campus for Pick-Up (on campus for NO MORE than 15 minutes)

- 1) Administrator (Dean, Director, Program Director, Officer, VP or President) must Email an Essential Employee Form to VPAF.
- 2) Employee must submit proof of Negative Test provided by either a **Home Test (Home Test Kits are allowed only for pick up/drop off)**, LBJ Medical Center or by the Department of Health to Human Resources (HR) and the Administrator for their office (Dean, Director, Program Director, Officer, VP or President).
 - a. Negative tests should be submitted to HR and Administrator by scanning and emailing to ascchumanresources@amsamo.edu, and carbon copy (cc) Administrator, or placed in HR Drop Box at Security Office.

C. Positive COVID-19 Test for Employee

- 1) If employee is tested positive, employee should notify Supervisor / Administrator of confirmed Positive Covid-19 test issued by Department of Health or LBJ Hospital
- 2) Proof of positive test should be emailed to ascchumanresources@amsamo.edu and cc Administrator.
- 3) Administrator fills out Leave Application form for “Other Leave: Covid-19 related” and documents on future timesheet so that this leave is covered under HEERF Covid-19 funding for up to 21 days.
- 4) HR adds employee name on non-cleared list and documents date of positive test.
- 5) Employee who tested positive is required to home quarantine for 10 days, unless they continue to test positive, then they should home quarantine until they test negative.
- 6) Upon completion of quarantine / isolation period, if employee tests negative, proof of Negative COVID-19 test should be sent to ascchumanresources@amsamo.edu and cc Administrator, or placed in HR Drop Box at Security Office.
- 7) HR confirms that the 10-day quarantine / isolation period has been completed, confirms the negative test and adds employee name to the cleared list.
- 8) If employee wishes to gain access to campus after this, an Essential Employee form should be sent by Administrator to VPAF.

STUDENTS

A. Student on campus for Pick-Up

Testing requirements ONLY apply to ASCC employees. Student may visit campus to make payments or pick up document(s) or check(s) from either Financial Aid, Records, or Finance. If information is shared with ASCC that student is confirmed to be positive for COVID-19, that student will not be given access to campus.

- 1) Office requiring student to visit campus submits a list of student names to VPAF.
- 2) VPAF reviews the list, and checks to see if any ASCC employees are listed so that the HR cleared list is checked. If employee is not cleared, the requestor is notified that this person is not cleared. The list is updated and sent back to VPAF and Finance. The process repeats until list is cleared.
- 3) Once list is cleared, VPAF sends the list to Security Officer.

B. Student on campus for Approved Course Activity

Testing requirements ONLY apply to ASCC employees. Students may visit campus for approved activities. **Students visiting for this reason are required to be fully vaccinated.** If information is shared with ASCC that confirmed to be positive for COVID-19, that student will not be given access to campus.

- 1) Office requiring student to visit campus submits a list of Faculty and Student names to VPAF.
- 4) VPAF reviews the list, and check that Faculty is on HR cleared list. If they are not, the requesting Administrator is notified that this person is not cleared. The list is updated and sent back to VPAF. The process repeats until list is cleared.
- 5) Once list is cleared, VPAF sends the list to Security Officer.



for Vice President of Administration and Finance



Vice President of Academics, Community, and Student Affairs



ASCC President

APPENDIX A

Essential Employee Form



AMERICAN SAMOA COMMUNITY COLLEGE
Code Red

Essential Employees Access to College Premises Form:

ASCC Administrators are required to complete the following form to identify key personnel that shall provide essential services that may require access on campus. Please complete and submit via email, your completed list to the Vice President of Administration and Finance at s.leomiti@amsamoa.edu. Please note that all administrators are essential employees and shall be granted access to the campus however, must comply with the College's approved Code Red Emergency Personnel/Campus Action Plan and Procedures effective February 23, 2022. Administrators do not need to submit his/her name of the form.

<u>CODE RED:</u>				
Department/Division Name:		Date:		
Name of Administrator Completing the Form:				
<i>Declaration of Ongoing Public Health Emergency and State of Emergency Code:</i>	<i>List of Essential Employees (Managers and Staff only):</i>	<i>Date(s):</i>	<i>Estimated time on Campus:</i>	<i>Purpose:</i>
Code Red	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	9.			
	10.			

APPENDIX B

1) Proof of Negative Test from Department of Health



LEMANU P.S. PELETI
Governor

TALAUAGA E.V. ALE
Lieutenant Governor

DEPARTMENT OF PUBLIC HEALTH

PO Box 5666
American Samoa Government
Pago Pago, American Samoa 96799



Public Health
American Samoa

MOTUSA T. NUA
Director

FARAITOFA M. UTU
Deputy Director

Dear ASCC

Date 03/24/2022

CONFIRMATION OF NEGATIVE COVID-19 RESULT

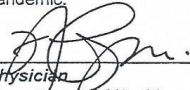
I wish to inform you Tulafono-Asi, Grace that your COVID-19 swab taken on 03/24/2022 has tested negative to COVID-19 on Rapid Diagnostic Test. This test is only valid for today.

Please continue to practice

- Social distancing
- Mandatory Masking
- Regular handwashing and use of hand sanitizers
- Essential travel only

If you have any questions or concerns, please call 219.

We look forward to your continuous support as we all continue to help American Samoa overcome the COVID-19 pandemic.



Physician
Department Of Health,
American Samoa.

Department of Public Health
Pago Pago, American Samoa 96799
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Healthy Families ~ Healthy Communities ~ Healthy American Samoa

Revised 30 September 2013

FOR OFFICIAL USE ONLY

2) Proof of Negative Test from LBJ Hospital (this test is required before entering ER)

Date: 4/1/22

TENT #1 ER SCREENING
EMERGENCY ROOM

COVID SWAB TEST RESULT:

(Circle one)

Positive
Negative

Name Grace Tulafono

MRN# 077627

Clinic: ER

Provider: Dr. Leiatu

