



## 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](mailto: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.

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