



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

April 14, 2022

GENERAL MEMORANDUM NO. 045 – 22

To: Directors and Agency Heads
From: Governor of American Samoa
Subject: Access to Government Buildings and Offices

The Declaration of Ongoing Public Health Emergency and State of Emergency (Emergency Declaration) requires government agencies to take steps to protect our residents and employees from the spread of COVID-19. It is incumbent on all directors and agency heads to implement and enforce these policies.

The Emergency Declaration requires the following in all government-owned and leased buildings:

- Access to government buildings
 - No person shall be admitted to a government-owned or leased building without showing proof of full vaccination or evidence of a negative test within the last 24 hours.
 - Departments, agencies, and offices shall post signs at all entry points informing the public of the masking and entry requirements.
 - Employees who have received approved accommodations in accordance with Section 7 of the Emergency Declaration may still come to work so long as they comply with the approved accommodations
- Mask use – Masks must cover the mouth and nose of the person wearing the mask.
 - Many people let the mask drop below their nose. Directors and supervisors must monitor mask use.
 - N-95 and KN-95 masks are the best masks to use. Surgical masks may be used if N-95 and KN-95 masks are not available. Cloth mask should only be used if there are no other options available. If your office needs masks, please coordinate with the EOC to obtain masks.
- As with all workplaces, departments and agencies must:
 - Maintain minimal on-site staffing and the use of remote work to the maximum extent possible is encouraged.
 - Take precautions to protect their workers and customers from COVID-19 including but not limited to:

- Encouraging employees to be tested for COVID-19 if they show symptoms of infection.
- Mandating mask use in accordance with Section 1 of this Declaration.
- Providing for social distancing by
 - Limiting access to their facilities to prevent overcrowding and allow for social distancing;
 - Arranging the workspace so that employees are at least 6 feet apart;
 - Taking actions to keep customers from clustering near cash registers and in other locations where customers tend to gather; and
 - Limiting access to in-door break areas so that people eat individually and separately.
- Maximizing the ventilation for indoor locations.
- Departments and agencies must comply with Quarantine and Isolation directives that are issued by the Department of Health. See General Memorandum No. 039 – 22.
- Finally, remember that you need to make the public aware of the precautions that you are taking and the alternative means of providing services while office staff is reduced.

We acknowledge and appreciate the departments and agencies who continue to maintain safe work spaces to protect our ASG employees. Keep up the good work. Stay safe and stay healthy.



LEMANU P. S. MAUGA
Governor