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March 30, 2020

GENERAL MEMORANDUM NO. 031 – 20

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa


Subject: ASG Employee Staffing Levels and Social Distancing

As the number of COVID-19 cases in the US continues to grow, with 160,718 confirmed cases and 3,002 deaths in the United States and Territories, the importance of enforcing social distancing as being the most effective measure to abate the spread of the COVID-19, it behooves us to expand our efforts in promoting this preventive alternative. Accordingly, I am now compelled to move the working format to 50% staffing level for work day from Code Yellow to Code Blue to go into effect beginning this new pay period.

Each director shall have the discretion on how to implement this requirement to satisfy their Office's needs. Any other inquiries as to compliance are to be directed to the Department of Human Resources. Tier One employees, per determination of the Director, will work on Monday/Wednesday. Tier Two employees determined by the Director will work Tuesday/Thursday. On Friday, the Director will make sure that essential personnel are scheduled to work to ensure that services to the public will not be disrupted or compromised. On days in which an employee is not scheduled to work at the office, they are required to work from home depending on the nature of their duties. All employees will be compensated for 40 hours per week. First responders and essential personnel will be staffed for 24/7 operations.

Compliance with this directive is mandatory for all agencies, offices, and departments. The Authorities are given the discretion to implement the spirit of this advisory to make sure that the quality of services to the people are not interrupted or compromise. This requirement is being put in place in accordance with the Declaration allowing amendments to the restrictions as the curve changes in the United States and Hawaii.

American Samoa remains under CODE BLUE despite this change in restrictions. Please be advised that further changes may result to address this fluid situation.


Lolo M. Moliga
Governor of American Samoa

cc: Honorable Lt. Governor Lemanu P. Mauga
HTC Fiu J. Saelua, Chief of Staff