



ORGANIZATIONAL ANNOUNCEMENT

TO: All ASRC Energy Services and Subsidiary Employees
FROM: HSET and Human Resources
SUBJECT: Coronavirus (COVID-19) Update
DATE: March 13, 2020

Safety is our foundation. ASRC Energy Services, LLC (AES) is actively working with Arctic Slope Regional Corporation (ASRC) and our clients to monitor the situation regarding COVID-19 (Coronavirus). Our actions on this fast-evolving issue are guided by recommendations from the Centers for Disease Control and Prevention (CDC), local health officials, our clients' requirements, and AES's interest in protecting our customers and employees.

Communications and Resources

In an effort to keep our AES teams informed, we have launched a new web page asrcenergy.com/covid. We intend to keep this webpage updated with the latest company memoranda, practices, and field screening procedures related to COVID-19.

For our employees with laptops who work in the 3900 C Street building, please make sure you can log-in remotely into the virtual private network (VPN). Please confirm with IT that your remote access is working and that any needed network drives are mapped so remote work can be accomplished as determined by your supervisor. Instructions for VPN access are located on the asrcenergy.com/covid website.

For additional up-to-date information about COVID-19, please visit the following websites:

- [*CDC Website*](#)
- [*CDC Guidance*](#)
- [*CDC Traveler's Health Notices*](#)
- [*Anchorage Department of Health*](#)
- [*Alaska Department of Health*](#)

Preventive Actions and Practices

We ask that all employees take everyday precautions to prevent the spread of respiratory viruses, including frequent handwashing with soap and water, staying home when sick, and following [*CDC guidance*](#) when coughing or sneezing. Hand sanitizer and cleaning wipes are available for employees and work spaces. ASRC Building Services is working with janitorial staff to be extra vigilant and routinely clean common touch points (such as door handles) and shared spaces.

For the health and safety of our employees, employees who meet the following criteria should not come to work until they have notified and received clearance to return by Human Resources:

- Employees who have symptoms of acute respiratory illness, including any one or more symptoms of fever, coughing, sneezing, sore throat, or shortness of breath. Such persons must stay away from AES offices until they are free of symptoms for 24-hours and have been cleared to return by Human Resources.¹ Employees who come to work with signs of acute respiratory illness will be sent home.
- Employees who have been in close contact with persons who have COVID-19.
- Employees who recently traveled to a location for which the CDC has issued a COVID-19 warning (see [CDC's Traveler's Health Notices](#)). Employees who have traveled to such high warning areas will be asked to stay away from the workplace for up to 14 days, or as recommended by the CDC.

Pre-Screening for Field Employees

Most of our clients, including ConocoPhillips, BP, Exxon, and Eni, have implemented pre-screening procedures before employees may board their flights. Our clients have hired a third party medical provider to ask employees questions about recent travel and illness that could be attributed to COVID-19, and employees will have their temperature taken with a no-touch, forehead thermometer. The latest pre-screening procedures are posted on the asrcenergy.com/covid website.

Please note that the following people will be denied boarding:

- Employees who have traveled within the last 14-days to any CDC [high risk location](#).
- Employees in close contact with a person known to have COVID-19 or if there is reason to suspect they are a possible COVID-19 case.
- Employees with any signs of communicable illness (examples, cough, fever, sore throat, runny nose, body aches, or breathing difficulties).

If any of these circumstances apply to you, please contact your supervisor or Human Resources before going to the airport.

Please note that our clients recommend arriving 2.5 to 3 hours before your scheduled departure time to complete the required screening.

¹ AES complies with federal and state disability laws and makes reasonable accommodations for employees with disabilities. If reasonable accommodation is needed, please contact Human Resources.



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If you have been denied boarding, please contact your supervisor and Human Resources as soon as possible to discuss next steps.

Business Travel and Personal Travel

Based on the circumstances, AES is advising that non-essential company travel scheduled for the month of March be canceled. If you have company-related travel plans, please consult with your supervisor or a Human Resources representative as soon as possible to evaluate whether the planned travel is essential. For business continuity purposes, when possible, utilize the teleconferencing and video-conferencing options.

AES is committed to providing a safe workplace for all of its employees and will continue to monitor the situation. AES reserves the right to adopt additional policies and procedures based on the circumstances. For any Human Resources related questions, please contact AES Employee relations at AESemployeerelations@asrcenergy.com or at (907) 339-6401.