



ORGANIZATIONAL ANNOUNCEMENT

TO: All ASRC Energy Services (AES) and Subsidiary Employees in the 3900 C Street Building
FROM: HSET and Human Resources
SUBJECT: AES Telework Schedule for the Rest of the Week
DATE: March 17, 2020

“Safety” and “People First” are core AES values. We are actively working with Arctic Slope Regional Corporation (ASRC) and our clients to monitor the situation regarding COVID-19 (Coronavirus). In line with ASRC’s teleworking announcement, AES will be following the same teleworking schedule for the rest of the week, possibly longer. In an effort to keep our AES teams informed, we will be communicating via e-mail and updating and posting documents on asrcenergy.com/covid.

Teleworking

ASRC Energy Services offices at 3900 C Street, Suites 601 and 701, will be closed to most personnel effective tomorrow, March 18, 2020 through at least the end of this workweek. A very small number of employees without Company laptops who must be in the building to perform essential functions may still be granted access if approved by AES and ASRC Senior Management. Please talk to your supervisor if you believe this situation applies to you.

Today, please make the following remote work preparation your highest priority. Please:

- Review the attached AES Teleworking policy, which applies to all employees working remotely during this time.
- Know required sign-on(s) as well as passwords for your accounts.
- Have the required equipment to perform your work duties remotely; i.e. take your ASRC-issued laptop, docking station with power cord, keyboard, or mouse with you. However, do not remove mounted equipment, office phones, or desktop computers from your work area. A small number of employees may be approved by their supervisor to take one monitor home if deemed essential this week. All Company equipment taken home must be logged and accounted for by your supervisor.
- Do not worry if you do not have all of the equipment normally needed to perform your job. If the teleworking schedule extends beyond this week, arrangements can be made to obtain required equipment. Please talk to your supervisor if this situation applies to you.
- Check that you can log into the virtual private network (VPN), if needed:
 - If you are experiencing connection issues that would impede an essential function of your job, please contact your supervisor before calling IT. During this time of



high call volume, we want to prioritize IT needs so that network resources are not strained. Your supervisor will log IT issues and prioritize them.

- Please note that you only need to be connected to VPN if you are accessing company drives. You do not need VPN for e-mail. Please only use VPN when necessary so that network resources are not strained.
- Please see the asrcenergy.com/covid (our [Working Remotely](#) page) for more information, which includes helpful links, and information on accessing VPN and forwarding your phone.
- **Please follow all security protocols set forth in ASRC's Announcement.** Just as a few examples:
 - Do not conduct company business on personal devices, or vice versa -- do not conduct personal business on company equipment. This opens the potential for malicious viruses, malware, or uncontrolled dispersal of company information or documents.
 - Do not forward work documents to personal email addresses or store such information to personal computers. Large files you regularly need to access can temporarily be stored on your hard drive during this time.
 - Do not transport paper documents or files containing Personally Identifiable Information (PII) or transport files on thumb drives. Documents can be downloaded to your desktop when absolutely necessary.

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We will continue to monitor the evolving situation. We recognize that there will be issues to work through during this unprecedented time, and thank you in advance for your hard work and patience. For any Human Resources related questions, please contact AES Employee relations at AESemployeerelations@asrcenergy.com or at (907) 339-6401.