



ORGANIZATIONAL ANNOUNCEMENT

TO: All ASRC Energy Services (AES) Employees Traveling to the North Slope
FROM: HSET, Procurement & Human Resources
SUBJECT: Change to Hotel Booking Procedure & Quarantine Log Requirements
DATE: March 26, 2020

Hotel Booking Procedures

We are making a change in regards to our procedure for booking hotel rooms for out-of-state workers traveling to Alaska. If you have not already made a reservation, please **do not contact hotels directly**, we will handle that for you. Below is a simplified process to get your hotel needs to AESs in a more systematic and controlled manner.

For Conoco Workers

- Contact your General Forman **only if** they have not already contacted you. They will collect your information and pass it on so we can schedule hotels accommodations on your behalf.

All other workers

- Email Stephanie Stephens at sstephens@asrcenergy.com with the following information:
 - First Name
 - Last Name
 - Employee ID
 - Hotel Check-in Date
 - Hotel Check-out Date
 - Date for Flying to Slope (if known)
 - Your Contact Phone #
- If you cannot email you can call us at (907) 240-3126 and if no one answers please leave a voicemail with the above details

Daily Self-Quarantine Log Requirements

Due to local and national shortages of thermometers and necessary PPE we are in active discussions with our clients on requirements for our out-of-state employees to take their temperatures twice a day while quarantining in Alaska. At this time, please complete the quarantine log to the best of your ability, being diligent to self-monitor for signs and symptoms of COVID-19. We understand the temperature-monitoring portion of the log may be incomplete. We will send further communication when we know more.

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Our team 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 patience.

For any Human Resources related questions, please contact AES Employee relations at AESemployeerelations@asrcenergy.com or (907) 334-1688 and press option 1 to speak to a live representative. If all representatives are busy, please leave a message so they can return your call. Please visit asrcenergy.com/covid for updates.