



HR ANNOUNCEMENT

TO: All Employees

FROM: Sam Hill, SVP of Human Resources

DATE: March 11, 2020

RE: Coronavirus (COVID-19) Update

Although this announcement focuses on Alaska-based employees, please contact your local Human Resources office for additional regional information.

ASRC continues to monitor the situation regarding Coronavirus 2019 (COVID-19) and wanted to provide an update, and also share current information and resources on COVID-19. ASRC's direction on this fast-evolving issue is guided by recommendations from the Centers for Disease Control and Prevention (CDC), local health officials, direction from our customers, and ASRC's efforts to protect the interests of our employees and customers.

Preventive Actions and Practices

ASRC continues to stress that employees and/or customers who have (or are exhibiting) symptoms of acute respiratory illness, are advised to stay home and away from ASRC offices until they are free of symptoms for 24-hours. Employees that come to work with signs of acute respiratory illness will be sent home. Please contact a Human Resources representative if you have questions on what leave options may be available to you.

Although Alaska issued a declaration of public health disaster emergency in anticipation of the arrival of COVID-19, at this time, there are no confirmed cases in Alaska. State officials have warned that this could change rapidly, however, and encourage adequate preparation. If the situation evolves and an Alaska-based ASRC employee is diagnosed with COVID-19, ASRC will follow CDC guidelines in notifying other employees to possible exposure in the workplace and isolation requirements. ASRC asks 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.

Business Travel and Personal Travel

Based on current circumstances, ASRC 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 Company's teleconferencing and video-conferencing options.

ASRC is also requiring employees that have recently traveled to, or are planning to travel to a location that the CDC has issued a COVID-19 warning for, to notify Human Resources (See [CDC's Traveler's Health Notices](#)). Employees that have traveled to a location with a high warning will likely be asked to stay away from the workplace for up to 14 days, or as recommended by the CDC.

Resources and Building Practices

Again, to date, there are no confirmed cases of COVID-19 in Alaska. For more up-to-date information about COVID-19, please visit the following websites:

- [CDC website](#)
- [Anchorage Department of Health](#)
- [Alaska Department of Health](#)

Building Services continues to work with the janitorial staff about being extra vigilant and routinely clean common touch points (such as door handles) and shared spaces. They have also posted a Purell hand sanitizing station at the front desk of the 3900 C Street Building. Human Resources is still providing hand sanitizer and cleaning wipes for employees and work spaces.

ASRC will continue to monitor this evolving situation and provide weekly updates, unless the need for more frequent updates is necessary. ASRC also reserves the right to adopt additional policies and procedures based on the circumstances. If you have any questions, please don't hesitate to contact your local Human Resources Department.

ASRC HR Department Contact Information: asrchr@asrc.com or (907) 339-6886.