



Telework Continues

Due to the increasing COVID-19 cases in Alaska, we will continue to telework. For those who do not have pre-approved access and do not have a significant need to be in the building, we require that you work remotely.

As set forth in ASRC's June 25, 2020 announcement, a person with access to the ASRC building recently tested positive for COVID-19. This person did not have access to AES floors and we are not aware of any close contacts with AES employees. ASRC Facilities was prepared and acted promptly to close the areas at issue and clean common building spaces.

Safety is a fundamental AES business value and our priority. Please reach out to your manager or Human Resources if you have any questions or concerns.

When not to enter the ASRC building

For the health and safety of your colleagues, 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 attended mass gatherings without social distancing in the past two weeks. Click [here](#) for info on mass gatherings according to the State of Alaska.
- 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 72-hours and have been cleared to return by Human Resources.
- Employees who have been in close contact with persons who have COVID-19 or who are suspected to have COVID-19 in the past two weeks.
- Employees who have traveled outside of Alaska in the past two weeks.

Building Access

The 3900 C Street building is open to employees on a limited basis. New practices and procedures have been enacted in compliance with state and local mandates, which are contained in the ASRC COVID-19 Mitigation Plan. AES will consider allowing building access to employees who can better perform their jobs in the office. Only pre-approved employees may access the building at this time.

[Click to view the Re-Opening ASRC page](#)

Building Access Request

If you need access, please discuss the request with your manager.

Working Remotely

Overtime Approvals

Please remember that hourly employees must obtain *written* approval from their manager before working overtime. The AES teleworking policy is available [here](#).

Documents

Visit the AES [Working Remotely](#) page for info about:

- Teleworking policy
- Desk phone forwarding
- VPN
- Equipment check-out

[Click to visit Working Remotely web page](#)