



## HR ANNOUNCEMENT

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**To:** All Anchorage-based employees  
**From:** Sam Hill, Senior Vice President of Human Resources  
**Date:** June 26, 2020  
**Re:** Continuation of Deliberative Re-Opening Policy

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*This message is intended for those ASRC and ASRC subsidiary employees based in the midtown Anchorage office (3900 C Street). If you believe you have received this announcement in error, please disregard and we apologize for the inconvenience.*

As the number of active COVID-19 cases across the State of Alaska reaches another high, we continue to stress the importance of being vigilant in our efforts to curb the spread of the coronavirus. These efforts, as recommended by the [Centers for Disease Control and Prevention](#) (CDC), include staying home if you're sick, using face coverings, practicing good social distancing protocols, cleaning and disinfecting your personal work space and avoid gathering in large groups. Yesterday, the CDC also updated its list for people who are at increased risk for severe illness, including [Older Adults](#) and [People of Any Age with Underlying Medical Conditions](#).

With the elevated numbers of cases we've seen locally – including the new case at the 3900 C Street facility – along with the updated information from the CDC, we will continue the cautious approach to our re-opening process for the midtown Anchorage office building. With that in mind, we are updating our COVID-19 Self-Declaration Questionnaire and will require all employees who need access to the facility to fill it out before returning to work after the July 4<sup>th</sup> holiday, even if you currently have pre-approved access. I anticipate sending out a link to the new questionnaire as well as providing additional information in next week's HR Announcement.

For now, we are enforcing the policy of the facility only being accessible to those **employees with pre-approved access, and the building remains closed to the general public and visitors.**

Please have a safe and enjoyable weekend. If you have any questions, please contact your supervisor or local Human Resources Department: [asrchr@asrc.com](mailto:asrchr@asrc.com) or (907) 339-6886.

