



## HR ANNOUNCEMENT

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**To:** All Anchorage-based employees  
**From:** Sam Hill, Senior Vice President of Human Resources  
**Date:** July 2, 2020  
**Re:** July 4<sup>th</sup> Holiday Weekend, New Self-Declaration Questionnaire

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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.*

It may be hard to believe, but we are now officially in the second half of 2020 and are more than 17 weeks into our response to the COVID-19 pandemic. I know it has been a challenging time for many of you, so I greatly appreciate your patience and understanding as we continue to manage the evolving situation to the best of our ability.

As we head into the July 4<sup>th</sup> holiday weekend, I wanted to notify employees of a new requirement when they return to work at the midtown Anchorage office building. Before I address this requirement, however, I want to reiterate our ask that we avoid becoming complacent, which is important as we continue our efforts to curb the spread of the coronavirus. As we've mentioned before, we ask our employees to adhere to the recommendations from the [Centers for Disease Control and Prevention](#) (CDC), including using face coverings while in public areas (now a [requirement](#) in the Municipality of Anchorage), practicing good social distancing protocols, avoiding gathering in large groups, staying home if you're sick, and cleaning and disinfecting your personal work space.

These protocols are especially important to follow as the number of people across the state testing positive for COVID-19 continues to rise, with 38 new cases in Alaska reported yesterday.

With those numbers in mind and the health and safety of our employees our highest priority, we have updated our COVID-19 Self-Declaration Questionnaire, and are requiring all employees who need access to the 3900 C Street facility to fill it out before returning to work on or after July 6, 2020, *even if they currently have pre-approved access*. For those employees who currently have pre-approved access to the facility, your access will be removed starting at 5:00 p.m. on Friday, July 3<sup>rd</sup>.

You can find the new questionnaire attached to this email, or it can be downloaded from the Corporate website [here](#). Before returning to work, please fill out the new self-declaration and coordinate with your company's Human Resources representative for access to the building. For your convenience, the appropriate contacts are listed below:



- Corporate: Ray Esparza ([resparza@asrc.com](mailto:resparza@asrc.com))
- PSI: Kina Perez ([kperez@asrc.com](mailto:kperez@asrc.com))
- ACHC: Sarah Peters ([srpeters@asrc.com](mailto:srpeters@asrc.com))
- AES: Joe Buskirk ([jbuskirk@asrcenergy.com](mailto:jbuskirk@asrcenergy.com))

We have also updated the ASRC COVID-19 Mitigation Plan, which now includes new information from the CDC regarding signs and symptoms of the coronavirus, and the list of those who are at highest risk for severe illness. The new Mitigation Plan can also be found on [asrc.com](http://asrc.com) and is attached to this communication.

Finally, we will continue our deliberate and phased approach to re-opening the midtown Anchorage facility, which means the building will only be accessible to those **employees with pre-approved access through August 14, 2020**. Again, with the health and safety of our employees being our highest priority, we do not foresee the need to open the building for regular access any sooner than August 14<sup>th</sup>. Until then, we will continue to provide regular, weekly updates via the HR Announcement process.

Please be safe and enjoy the Independence Day holiday 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.

