



HR ANNOUNCEMENT

To: All Anchorage-based employees
From: Sam Hill, Senior Vice President of Human Resources
Date: July 24, 2020
Re: 3900 C Street Office Building Closure, New Emergency Order in Anchorage

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.

With the state of Alaska (SOA) as well as the Municipality of Anchorage (MOA) continuing to see a substantial uptick in the local number of COVID-19 cases (65 new cases reported statewide on Thursday, and 92 the day before) I think it's prudent to once again remind employees of the importance of remaining vigilant in our collective efforts to remain as safe as possible, both at home and at the workplace. Because of the recent rise in the number of local cases, the MOA has issued [Emergency Order 14](#) (which went into effect this morning), returning the city to a modified version of Phase Two of its *Safe Anchorage: Roadmap to Reopening the Municipality of Anchorage* plan. This new order contains limitations on public gatherings, communication rules for businesses and other requirements.

Though not a mandate across the state, the SOA continues to highly recommend the use of face-coverings as one of the best ways to slow the spread of the coronavirus, and has posted the findings of [various studies](#) around the globe – proving their effectiveness. Other helpful measures include:

- Staying at least 6 feet apart from other people, washing hands often, and frequently disinfecting surfaces around your workspace.
- Regularly monitoring your health, and staying home if you are sick.
- Not gathering in large groups.

Please reference the [Centers for Disease Control and Prevention](#) (CDC) website for additional COVID-19 safety guidelines.

Remember, the 3900 C Street building will remain closed to everyone **except those employees with pre-approved access** through at least Friday, August 14, 2020. If you need access to the 3900 C Street facility, you'll need to fill out the [updated COVID-19 Self-Declaration Questionnaire](#) **before** returning, regardless of any prior approved access. You can coordinate with your company's Human Resources representative if you have any questions about access to the building. The updated Self-Declaration



Questionnaire, as well as the updated ASRC COVID-19 Mitigation Plan, can be found on [asrc.com](https://www.asrc.com).

As I mentioned last week, if you are continuing to work from home or other remote location, the setup of your workspace is important to ensure your safety as well as a productive work environment. Please note the attached .pdf dealing with setting up a user-friendly workstation, which can also be found on the corporate website [here](#).

Please enjoy the weekend and remain safe. If you have any questions, please contact your supervisor or local Human Resources Department: asrchr@asrc.com or (907) 339-6886.

