



HR ANNOUNCEMENT

To: All Anchorage-based employees
From: Sam Hill, Senior Vice President of Human Resources
Date: August 14, 2020
Re: Extension of 3900 C Street Office Building Closure

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 little to no change in the continual rise in the number of COVID-19 cases in the Municipality of Anchorage (MOA), we have decided to extend the time the 3900 C Street office building will be closed to the general public as well as those employees without pre-approved access. This decision wasn't easy, but was made with an abundance of caution in an effort to do our part in slowing the spread of the coronavirus. We are also mindful of the Anchorage School District's recent decision to begin the 2020-2021 school year with only online-learning for students. The health, safety and well-being of our employees continues to be our top priority.

The midtown Anchorage facility will remain closed to everyone **except those employees with pre-approved access** through at least **Monday, November 30, 2020**. Please take note of this new date.

As we mentioned in an earlier announcement, the MOA has issued [Emergency Order 15 \(EO-15\)](#), which is intended to further limit contact between individuals and will be in effect through at least August 30th. While our deliberative and conservative approach regarding the size of localized gatherings is already well within the EO-15 guidelines, any new requests for access to the 3900 C Street facility will continue to be closely scrutinized, particularly while the MOA's most recent requirements are in place.

During the time of this extended closure and telework schedule, we would continue to ask that you follow the recommendations from the [Centers for Disease Control and Prevention](#) (CDC) and the State of Alaska as well as Municipality of Anchorage when it comes to COVID-19 safety.

We would also remind employees that they are expected to carry out their assigned duties and responsibilities, be responsive to supervisors and co-workers during work hours, and be generally available to attend scheduled meetings and calls (as well as participate in other required office activities) as needed and required. With your help, we can limit any drop in productivity as much as possible and emerge from this global pandemic a stronger, more efficient company.



I hope you have pleasant and safe weekend. If you have any questions regarding the building closure or the Company's policies and expectations, please contact your supervisor or local Human Resources Department: asrchr@asrc.com or (907) 339-6886.

