



HR ANNOUNCEMENT

To: All Anchorage-based employees
From: Sam Hill, Senior Vice President of Human Resources
Date: August 21, 2020
Re: Update on Midtown Anchorage Facility 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.

It has now been more than five months since the 3900 C Street office building has been closed to those employees without pre-approved access. I'd like to extend my appreciation to everyone for doing your part to prevent the spread of the coronavirus. Our actions now – your efforts and continued attention to your personal safety as well as the safety of your co-workers – could very well impact the duration and severity of this pandemic. So I'm asking that you continue to be vigilant as the long fight against this disease is far from over.

As I mentioned last week, we have decided to extend the time of the midtown Anchorage building closure. The 3900 C Street facility will remain restricted to everyone **except those employees with pre-approved access** through at least **Monday, November 30, 2020**. The health, safety and well-being of our employees continues to be our top priority.

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 (MOA) when it comes to COVID-19 safety. The CDC has recently published new guidelines and tips to stay safe while performing everyday errands, like grocery shopping or other tasks. You can find those tips [here](#).

Locally, with a continued rise in the number of COVID-19 cases, the MOA has kept [Emergency Order 15 \(EO-15\)](#) in place, aimed at limiting the close contact between individuals. While our deliberate and conservative approach regarding the size of gatherings is already well within the EO-15 guidelines, (as spelled out in our [Updated ASRC COVID-19 Mitigation Plan](#)), any new requests for access to the 3900 C Street facility will continue to be closely scrutinized, particularly while the MOA's most recent regulations are in place.

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

