



HR ANNOUNCEMENT

To: All Anchorage-based employees
From: Sam Hill, Senior Vice President of Human Resources
Date: August 28, 2020
Re: Update on 3900 C Street 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.

As we near the 24-week mark since the midtown Anchorage office was first closed to those employees without pre-approved access, we continue to see regular updates and revisions to COVID-19 best practices from the federal government, the state of Alaska as well as the Municipality of Anchorage (MOA). Earlier this week, the Centers for Disease Control and Prevention, or CDC, came out with [new guidelines](#) surrounding when individuals should be tested for the coronavirus. As we understand, the MOA is considering relaxing some of the protocols inside its [Emergency Order 15 \(EO-15\)](#), or 'Four Week Reset', which was put in place earlier this month. Those changes could be announced early next week.

As we continue to monitor these updates, we'd like to reiterate that we will continue our deliberative and conservative approach to our return-to work policies as well as our timeline of re-opening the 3900 C Street facility. In some instances, these may be more stringent than local, state or federal guidelines. The protocols spelled out in our [COVID-19 Mitigation Plan](#) remain in place, including those involving reducing transmission, travel as well as increased attention to proper sanitation and hygiene.

These protocols 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.

As a reminder, 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.

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

