



## HR ANNOUNCEMENT

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**To:** All Anchorage-based employees  
**From:** Sam Hill, Senior Vice President of Human Resources  
**Date:** September 4, 2020  
**Re:** Update on 3900 C Street Facility Closure

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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.*

With the long Labor Day weekend ahead of us, I wanted to provide a quick update regarding the closure to our midtown Anchorage office building and to provide additional details surrounding a new Emergency Order that is now in effect across the Municipality of Anchorage (MOA). As you know, the 3900 C Street facility has been closed to the general public and those without pre-approved access since mid-March, and since that time – there have been multiple updates to the mandates and protocols issued from federal, state and local authorities. The latest is [Emergency Order 14, Version 2 \(EO-14-V2\)](#), which sets new gathering limits and capacity limitations at many businesses across the municipality. Considered the end of the ‘Four Week Reset’ in Anchorage, it also spells out requirements surrounding communications to authorities as well as employees should a known or probable COVID-19 exposure occur in the workplace.

We have reviewed EO-14-V2, as well as the latest guidelines from the state and Centers for Disease Control and Prevention (CDC) and believe the protocols spelled out in the ASRC [COVID-19 Mitigation Plan](#) are not only adequate in meeting the latest requirements, but in many instances, are actually more stringent. As we’ve used as our guide since the beginning of our building closure, the health, safety and well-being of our employees remains our highest priority.

With that in mind, we will continue our deliberate and cautious approach to re-opening the midtown Anchorage facility. Remember, the 3900 C Street facility will remain restricted to everyone **except those employees with pre-approved access** through at least **Monday, November 30, 2020**.

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

