



## ORGANIZATIONAL ANNOUNCEMENT

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**TO:** All AES Employees Based From or Working at 3900 C Street  
**FROM:** AES Human Resources  
**SUBJECT:** Access to 3900 C Street Building and Reporting Procedures  
**DATE:** November 13, 2020

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The number of new COVID-19 cases across Anchorage continues to linger at or near record levels. Accordingly, the 3900 C Street building remains closed to all employees except those with pre-approved access. For persons with pre-approved access who may only enter the building for an essential business purpose, please adhere to the following procedures in addition to the requirements set forth in ASRC's COVID-19 Mitigation Plan:

- 1) Check-in: Please remember to notify Ron Howe if you enter the building. This needs to be done every day. You may check-in with him at his desk (while wearing a mask and maintaining at least a 6 foot distance), or you may send him an e-mail ([rhowe@asrcenergy.com](mailto:rhowe@asrcenergy.com)) or leave him a voicemail at (907) 339-6438. Ron continues to keep a daily log of AES employees entering the building to facilitate prompt contact tracing if the need arises.
- 2) Illness Procedures: As stated in ASRC's COVID-19 Mitigation Plan, if you have any symptoms of a potentially communicable illness, do not come to work. In addition, if you become ill at the office or become ill within 48 hours of being in the building, you must immediately notify your supervisor or Human Resources.

For the health and safety of your colleagues, employees who meet the following criteria should not enter the building until they have notified and received clearance to return by AES Human Resources:

- Employees who have not adhered to applicable state or Anchorage health mandates within the past two weeks. For example, please see the Municipality of Anchorage Coronavirus Response website for Anchorage's most recent health mandate, which significantly limits indoor and outdoor gatherings.
- Employees who have had symptoms of COVID-19, including any one or more symptoms of fever, chills, coughing, sneezing, sore throat, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion, runny nose, diarrhea, nausea, or vomiting. Such persons must stay away from AES offices until they are free of symptoms for 72-hours and have been cleared to return by Human Resources.
- Employees who have been in close contact with persons who have COVID-19 or who are suspected to have COVID-19 in the past two weeks.



**ASRC ENERGY SERVICES**  
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- Employees who have traveled outside of Alaska in the past two weeks.

The safety and wellbeing of our employees, their families, and our communities is our highest priority. The policies and procedures here and as set forth in ASRC's COVID-19 Mitigation Plan reflect our goal of preventing the spread of coronavirus in our workplaces. Please continue to report any potential exposures to your supervisor or a Human Resources representative.

AES complies with federal and state disability laws and makes reasonable accommodations for employees with disabilities. If reasonable accommodation is needed, please contact HR Employee Relations at [aesemployeerelations@asrcenergy.com](mailto:aesemployeerelations@asrcenergy.com) or (907) 339-6401.