



# ASRC Energy Services Return-to-Office Plan

3900 C STREET  
ANCHORAGE,  
ALASKA



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## INTRODUCTION

In consideration of guidance issued by the Centers for Disease Control and Prevention (CDC) and applicable state and local guidance, ASRC Energy Services, LLC and its subsidiaries (collectively, “AES”) have adopted this Return-to-Office Plan (“Plan”) for its operations located at 3900 C Street, Anchorage, Alaska.

Given that the COVID-19 situation is dynamic, AES reserves the right and has maximum discretion to interpret, administer, change, or delete contents of this Plan without notice. Any subsequent revisions shall supersede existing requirements. This Plan is intended to be temporary in duration due to the extraordinary circumstances caused by COVID-19, and nothing contained herein creates an express or implied contract with any employee.

This Plan is intended to comply with all applicable mandates for business operations and the ASRC COVID-19 mitigation plan, which continues to apply, and is incorporated in this document.

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## INTERNAL RESOURCES

- **Questions about this Plan** should be directed to the AES HR Department at (907) 334-1688 (option 7) or [aes.employeerelations@asrcenergy.com](mailto:aes.employeerelations@asrcenergy.com)
- **Questions or requests for building access** should be directed to Wendy Manninen at (907) 339-7602 or [wmannien@asrcenergy.com](mailto:wmannien@asrcenergy.com)

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## EXTERNAL RESOURCES

- **Centers for Disease Control and Prevention (CDC):** <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>
- **Municipality of Anchorage Emergency Orders:** <https://covid-response-moa-muniorg.hub.arcgis.com/pages/emergency-orders>
- **Municipality of Anchorage Coronavirus Response:** <https://covid-response-moa-muniorg.hub.arcgis.com/>
- **Alaska DHHS, COVID-19 Testing Locator:** <https://coronavirus-response-alaska-dhss.hub.arcgis.com/app/2d92b77bc8044329a1ee3954b063bd8c>
- **ASRC Employee Assistance Program (EAP):** <https://www.mylifevalues.com/>  
Login: ASRC, Password: EAP



## AES President's Message

Dear Team,

I hope that you and your families are staying safe and healthy!  
I am very excited to welcome more employees from the AES team back to the office at 3900 C Street.

As the situation with COVID-19 continues to evolve, we remain fully dedicated to the safety, health, and well-being of our team. This Return-to-Office Plan details how we plan to return additional employees back to the office while following applicable requirements. ASRC has published its COVID-19 mitigation plan, which continues to apply, and this plan incorporates that information and supplements it with information specific to AES employees.

Our work environment has changed, which means our processes need to adapt to ensure we continue to carry out our mission and serve our clients safely. It is the responsibility of each employee to follow all safety protocols daily. Safety is our foundation, and we bring it everywhere we go.

In line with our ASPIRE values, we will execute the Return-to-Office Plan cautiously, and will follow applicable mandates. We also understand that each employee's situation is different, and that some people might be nervous about transitioning back to the office. We recognize that flexibility will be important. I encourage you to discuss any questions or concerns you have with your supervisor or you may also contact the Human Resources team. We understand that returning to the office will be a significant change for some employees, and we will be mindful of that as we slowly phase back to the office, while balancing the individual needs of our dedicated, talented team.

Thank you for your continued commitment and dedication during this unprecedented time. I am proud of how we have adapted and overcome significant challenges, and I look forward to seeing you in the office soon!

Sincerely,

Christine Resler  
President and CEO  
ASRC Energy Services, LLC



Christine Resler,  
AES President and CEO



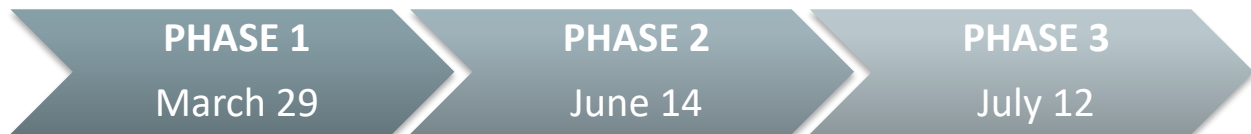
## RETURN-TO-OFFICE TIMELINE

We have created a phased approach for employees to return to the AES offices at 3900 C Street, Anchorage. March 29, 2021 was the start to our phased return to the office.

AES's decision to begin a phased return is based on guidance from public health officials, including the CDC, and is in accordance with Emergency Orders issued by the Municipality of Anchorage.

The ASRC COVID-19 Self-Declaration Questionnaire is no longer required to access the building; however, access requests will still need to be coordinated with AES Human Resources to ensure badges are reactivated and workspaces are ready. Please note that the building will remain locked until July 12th and accessible only to employees with pre-approved access. If you have not received confirmation from your supervisor or AES Human Resources, please do not return to the office. The building remains closed to all guests, visitors, and the general public until further notice.

Requests for building access during Phase 2 should be sent to Wendy Manninen at (907) 339-7602 or [wmanninen@asrcenergy.com](mailto:wmanninen@asrcenergy.com).



Note: We will continue to monitor local conditions. Phase 2 and 3 dates can be pushed out if conditions change.

### PHASE 1

Under Phase 1, we welcomed employees who are currently working in the building and the AES Executive Team. All other employees who are able to do so continue to remain home and work remotely.

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### IN-PERSON MEETINGS

Meetings will continue to be held virtually or in compliance with applicable reduced conference room occupancy (signs are posted on all doors).



### **PHASE 2**

Under Phase 2, the office will open to more employees. We will use a team-based approach to harmonize and align shared tasks and to support a collaborative work environment.

At this time, we expect that Phase 2 will begin on June 14, 2021 although local conditions will continue to be actively monitored. Phase 2 teams will include the HR, QHSET, Finance, and Accounting departments, along with any additional employees who would like to return to the office.

We understand that individual needs will vary. A request for a modified in-office schedule during Phase 2 may be submitted to your supervisor or AES Human Resources.

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### **IN-PERSON MEETINGS & BREAK ROOMS**

Meetings will continue to be held in compliance with reduced conference room occupancy (current occupancy is posted on all conference room doors). Food and communal beverages (for example, coffee and water) are permitted in the break rooms.

We will continue to monitor the situation and relax these restrictions as soon as reasonably possible.

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### **WORKSTATION MODIFICATION**

We may modify some office layouts to create at least 6 feet of distance between employee workstations, and any face-to-face desk layouts will be changed. If you believe your work environment does not meet these requirements, please contact your supervisor.

### **PHASE 3**

Under Phase 3, the office will open to all employees. At this time, we have tentatively scheduled Phase 3 to begin on July 12, 2021, although local conditions will continue to be actively monitored. Appropriate health and safety protocols will be communicated before Phase 3, and this Plan will be updated accordingly.

At Phase 3, requests for modified in-office scheduling should be submitted to your supervisor or AES Human Resources. All such requests will be considered on a case-by-case basis. At Phase 3, agreed upon scheduling must be signed in writing and approved by AES Human Resources.



## WORKPLACE PROTOCOLS

Until further notice, AES has implemented the following Workplace Protocols. Additional health and safety measures are outlined in the AES Exposure Control Plan.

### COVID-19 Self-Declaration Questionnaire

ASRC no longer requires employees/visitors to complete the COVID-19 Self-Declaration Questionnaire to obtain building access.



### Monitor Your Health

Employees are responsible for evaluating themselves for signs/symptoms of COVID-19 before coming to the office, and to stay home if they are not feeling well.

Any AES employee who experiences COVID-19 symptoms, has tested positive for COVID-19, or has been identified by HR or HSET as a close-contact must stay home and notify their supervisor, HR, or HSET as soon as practicable. The employee may be asked to assist with contact tracing. This information will be tracked separately from personnel records, and confidentiality will be protected as much as reasonably possible. If there is a confirmed COVID-19 exposure, we will notify impacted employees in-line with CDC and other applicable guidelines.



### Reducing Transmission

- Elevators currently have reduced capacity (see posted notices)
- ASRC has increased sanitization services in the building
- Employees should do their part by cleaning and disinfecting personal work spaces and equipment frequently (this includes light switches, desk surfaces, keyboards, and phones)
- Employees should avoid using other employees' workstations, tools, and equipment
- Hand sanitizers and disinfectant wipes are available throughout the building

## Face Masks

Face masks are not required inside the building, but if desired, should be used in accordance with CDC guidance. The Company continues to support employees who choose to wear a mask.



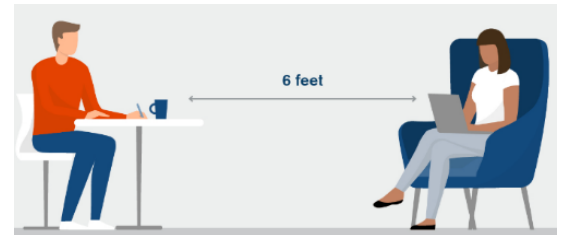
Masks should:

- Completely cover the nose and mouth
- Fit snugly against the sides of the face and not have any gaps
- Be handled only by the ear loops, cords, or head straps (not by the surface of the mask)

## Social Distancing

Employees should follow social distancing best practices while in the office. Specifically, employees are asked to:

- Maintain 6 feet distance from others when working or on breaks when feasible
- Avoid physical contact with others (e.g., handshakes)
- Follow any posted signage regarding COVID-19



We will continue to observe applicable mandates and may implement additional safety measures to ensure workplace safety.

## Employee Hygiene

Practicing good hygiene is essential to reduce the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds with warm water and soap
- Cover coughs and sneezes
- Avoid touching your eyes, nose, and mouth







### Visitors

The building is generally not open to visitors at this time. Special exceptions based on significant business need may be granted, and such requests should be directed to AES Human Resources.

### Employee Screening

Employees may be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms or any other processes that will help create a safe work environment. Employees should monitor workplace communications to ensure they are up-to-date on all health and safety communications.

### Travel

Employees who travel out-of-state for business or personal reasons must contact their supervisor prior to returning to the facility to discuss the nature of the travel. Additional screening may be required and/or quarantine depending on the nature of the travel and current guidance/mandates then in place.

## HUMAN RESOURCES FAQs

The following are answers to frequently asked questions that address concerns as employees return to the office.

### **What will it look like being back in the office during Phase 2 and 3?**

Employees will need to continue to comply with this Plan, which incorporates the ASRC COVID-19 Mitigation Plan. That includes detailed requirements to prevent the spread of COVID-19, including the need to follow all current protocols. Initially, this will consist of limiting gathering in common areas and following occupancy limitations in conference rooms.

### **What if I prefer to work in the office before the office is fully re-opened?**

Employees who prefer to work in the office to improve productivity and increased collaboration should notify their supervisor. Their supervisor will work with AES Human Resources to determine building access.



### **What if I am not comfortable working from the office?**

If you are uncomfortable returning to the office, please discuss your concerns with your supervisor or AES Human Resources. Specific requests for a modified in-office schedule may be submitted to your supervisor or AES Human Resources. At Phase 3, any modified schedules must be signed in writing and approved by AES Human Resources

### **What if I would like to continue to work from home after the office reopens?**

Such arrangements will be addressed with an employee's supervisor and AES HR on a case-by-case basis as the possibility of such arrangements depends on the position and the respective job duties. At Phase 3, any modified schedules must be signed in writing and approved by AES Human Resources

### **What should I do if I have returned to the office and someone in my household experiences symptoms or has tested positive for COVID-19?**

Please stay home and notify your supervisor or AES Human Resources immediately. Your supervisor will work with AES Human Resources and provide additional guidance.

### **What should I do if I am concerned that other employees are not following ASRC's Mitigation Plan or the AES Return-to-Office Plan after returning to the office?**

We encourage all employees to help maintain a safe work environment by sharing requirements with their co-workers. If you have concerns regarding your safety, please notify your supervisor or AES Human Resources.

### **The CDC and Municipality continue to draw a distinction between vaccinated and unvaccinated individuals. Will the Company be mandating vaccines now? Should I be enforcing the rules differently for members of my team who are vaccinated versus unvaccinated?**

The Company does not intend to mandate that employees obtain a COVID-19 vaccine. We also do not intend to track and monitor who has been vaccinated versus who is unvaccinated. With that said, though, given that the guidance continues to be based on vaccination status, the Company may ask whether or not an employee has been vaccinated and that status may be taken into consideration in certain circumstances. For example, if an unvaccinated employee travels out-of-state, a determination about when that employee can return to in-person work will very likely take into consideration the CDC's guidance for unvaccinated individuals.