
PURPOSE

The COVID-19 Mitigation Plan's purpose is to help reduce the spread of illness (specifically SARS-CoV-2, the disease caused by the novel coronavirus) through screening, increased sanitation and hygiene practices, social distancing and tracing.

All employees and visitors working at or visiting the 3900 C Street location are subject to the requirements of this Mitigation Plan and do hereby acknowledge receipt.

DISCLAIMERS

Pursuant to regulations and guidance issued by the State of Alaska (including Attachment H to Health Mandate 16) and the Municipality of Anchorage, Arctic Slope Regional Corporation and subsidiaries (collectively, "ASRC") have adopted this COVID-19 Mitigation Plan for its operations located at 3900 C Street, Anchorage, Alaska. Given that the COVID-19 situation is dynamic and evolving, ASRC reserves the right and has maximum discretion to interpret, administer, change, modify or delete information set forth in this Mitigation Plan without notice to employees or visitors. Any revisions, including those made to reflect updated rules and guidance from state and local authorities, shall supersede and modify existing policies included in this Mitigation Plan. The measures included in this Mitigation Plan are intended to be temporary in duration due to the extraordinary circumstances caused by COVID-19. Nothing contained herein is intended to create an express or implied contract with any employee.

This COVID-19 Mitigation Plan is intended to comply with all State of Alaska and Municipality of Anchorage requirements for the operation of a Non-Essential, Non-Public Facing Business.

Questions about this Mitigation Plan or its implementation should be directed to ASRC's Human Resources department via email at ASRCHR@asrc.com or with your direct supervisor.

PRE-SCREENING



- The State of Alaska and Municipality of Anchorage requires all employees to complete and submit a pre-shift screening questionnaire prior to entering to the facility.
 - Responses to the questionnaire will be collected by Human Resources and will be kept confidential in accordance with HR's policies and applicable laws.
 - Employees who do not work in the building for five or more consecutive days will be required to complete a new questionnaire.

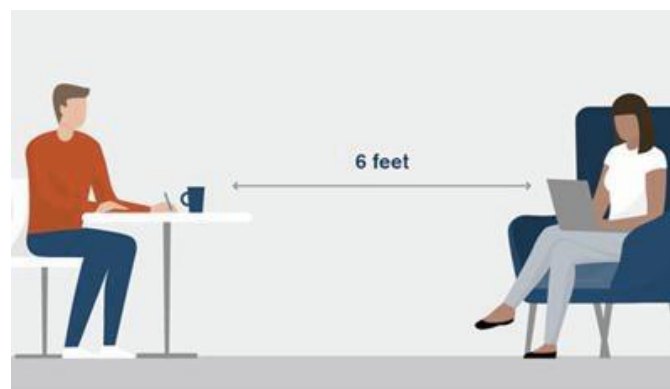
SANITATION & HYGIENE



- ASRC has increased sanitization services at all facilities and sites.
- High contact/traffic areas are sanitized multiple times per day.
 - A thorough cleaning of the building is performed at the end of each day.
- Employees are encouraged to wipe down personal work spaces and equipment frequently. This includes light switches, desk surfaces, keyboard, mouse and phone.

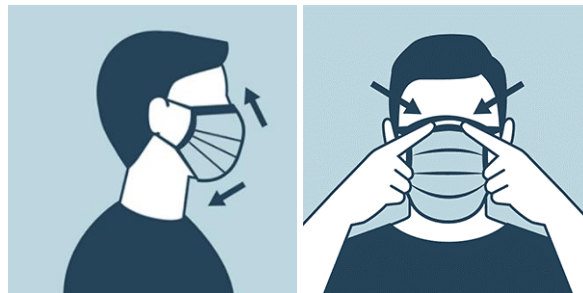
- Outside air intake has been increased to bring more fresh air into the building.
 - The building recently received new medical grade filters for the HVAC system
- If you observe areas or surfaces that require attention, please promptly notify Building Services at 339-6816 or x76816.
- Employees must follow CDC guidance regarding personal hygiene, including:
 - Hand washing with soap and water for a minimum of 20 seconds.
 - Regular hand washing or application of hand-sanitizer throughout the day, especially before and after eating or touching surfaces.
- Disinfectant wipes have been provided throughout the building; again, employees are encouraged to wipe down personal work spaces and equipment frequently.
 - Always use products in accordance with manufacturer recommendations.
 - If wipes or disinfectant are not available in your work area, please promptly contact Building Services at 339-6816 or x76816
- Employees using break rooms shall wipe down surfaces and appliances before and after each use. Remember that open food storage is not permitted.

SOCIAL DISTANCING



- Face coverings are required and should be provided by the employee ([please reference CDC guidance on use of face coverings](#)).
 - ASRC has a limited supply of surgical (non-N95 masks) for use.
- Meetings are to be conducted virtually to the greatest extent possible, using Skype, Zoom, Microsoft Teams or other methods. If you must meet in person:
 - Signage is posted at each conference room identifying the maximum occupancy. **These occupancy limits shall be strictly enforced by the meeting organizer.**

- Food and beverage (other than water) are not permitted in conference rooms. No catering for meetings will be permitted until further notice.
- Building Services has canvassed the 3900 C Street location to identify work stations that do not meet the minimum separation requirements.
 - If you believe your work environment does not meet requirements, please contact your supervisor.
- Elevators are currently limited to a maximum of two occupants.
- Stairs are limited to one-way traffic (except during emergencies).
- The 3900 C Street building remains closed to guests, visitors and the general public.



REDUCING TRANSMISSION

- Actively sick employees must stay home and notify their supervisor immediately. Employees or family members experiencing COVID-19 symptoms are encouraged to get tested (information on how to obtain a COVID-19 test can be found in the Resources section of this Plan).
 - Any employee who appears to have symptoms or who becomes sick during the day will immediately be separated from other employees and sent home.
- Sick employees should follow CDC-recommended steps for testing and care.
- Employees will not be allowed to return to work until cleared by healthcare providers and have met the requirements of state and local health departments.
- Employees who have had a known exposure to COVID-19 should immediately notify their supervisor. ASRC's policy regarding return to work will mirror CDC recommendations, which currently includes staying at home for fourteen days.

- If an employee is confirmed to have COVID-19, ASRC will work with the State of Alaska Health & Social Services department to inform employees of possible exposure to COVID-19 in accordance with applicable law.

TRAVEL



- Travel within and to/from the State of Alaska is currently restricted by Health Mandate 012. Employees shall consult the [Health Mandate](#) prior to any travel.
- Employees who travel for business or personal reasons, whether intrastate or interstate, 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. Any out-of-state travel must be disclosed to a supervisor or Human Resources.
- ASRC's policies regarding travel will be based on State of Alaska and Municipality of Anchorage guidance in effect at that time.

ACTIVITY TRACING



- All employees will be provided with a pre-shift screening log which must be maintained daily and presented to Security upon arrival **each day** at the turnstiles.

- In the daily log, the employee must provide truthful and accurate information (1) as to whether they have been or are experiencing any COVID-19 symptoms (cough, shortness of breath or difficulty breathing, fever, chills repeated shaking with chills, muscle pain) and (2) whether they have practiced and maintained required social distancing.
- The log must be presented to ASRC upon request, but will remain the property of the employee.
- ASRC Human Resources and/or public health officials may request a copy of your daily log.
- Employees must maintain the daily log until further notice.

RESOURCES

- [What to do if you feel sick](#)
- [Locate a testing site](#)
- [CDC guidance on the use of cloth face coverings](#)
- [State of Alaska Health Mandates](#)
- [Municipality of Anchorage Coronavirus Response Page](#)