



CORONAVIRUS (COVID-19)

Workplace Tips for ASRC Employees

What is coronavirus (COVID-19)?

Various strains of coronavirus are common and are a frequent cause of upper respiratory infections. COVID-19 is a new strain of the coronavirus that was first detected in China in December 2019. It spreads from person-to-person and has the potential to cause severe illness, or in rare instances, death.

How does the coronavirus spread?

There are still many things that are unknown about the new virus strain. At this time, spread of the virus is believed to happen in the following ways:

- *When an infected person coughs or sneezes near others*
- *Through close contact between individuals (hugging, kissing, shaking hands)*
- *Possibly by touching a surface or object that has the virus on it and then touching the mouth, nose or eyes*

USEFUL RESOURCES:

[What you need to know about the COVID-19](#)

[Alaska Dept. of Health & Social Services - COVID-19](#)

[Centers for Disease Control & Prevention - About Coronavirus Disease](#)

[Municipality of Anchorage - COVID-19 Updates](#)

[President's Coronavirus Guidelines for America](#)

Minimizing the spread of COVID-19

Practice good hygiene

- *Wash your hands regularly*
- *Avoid touching your face*
- *Disinfect surfaces in your home and office space*
- *Avoid handshaking and close personal contact*

Stay home

- *If you or a family member is sick, stay home to prevent spreading your illness*
- *If telecommuting, make sure you have the required equipment to perform your work duties and know how to access ASRC's virtual private network (VPN)*

Limit meetings and travel

- *Consider postponing meetings or use telephone/video conferencing when possible*
- *If you have company travel plans, consult with your supervisor or a Human Resources representative*
- [Frequently Asked Questions](#) about travel

****If you have recently traveled, contact Human Resources at asrchr@asrc.com before returning to the office.***

*****Airline waivers are available for business travel that has been affected by the coronavirus. Contact Diana Teel at dteel@asrc.com for more information.***

Preparing for the coronavirus in Alaska

- 1) **Stay up-to-date** on the latest information from the [Alaska Department of Health and Social Services](#).
- 2) **Compile an emergency kit** that includes supplies like soap, tissues and medications. For more information on emergency kits, visit the [Centers for Disease Control & Prevention](#) and the [Department of Homeland Security](#).
- 3) **Do your part** to fight fear, stigma and misinformation that can surface when people are anxious about a new disease. Stay calm and [share accurate information](#).

Find out more information on what Alaskans can do to prepare for the novel coronavirus [here](#)

USEFUL RESOURCES:

[Centers for Disease Control & Prevention - How to protect yourself](#)

[Centers for Disease Control & Prevention - Nonpharmaceutical Interventions \(NPIs\)](#)

Tips for working remotely

Establishing good habits while working remotely is an important part of maintaining mental and emotional well-being as well as productivity. Adjusting to spending a large part of your day alone can be difficult. Here are some tips to assist in the transition.

1. Maintain the same work-day routine

- a. Keep the same sleep schedule
- b. Prepare for the day as you normally would
- c. Arrive at your workspace at the same time you would at your office
- d. Take regular breaks and a lunch
- e. Leave your workspace at the same time you typically leave the office

2. Establish a separate and distinct workspace

- a. Create a place to work that you can walk away from at the end of the day

- b. If you're working from home, try to avoid your workspace during non-working hours
- c. If you have kids, be clear that your workspace is off limits

3. Communicate effectively

- a. Monitor emails/correspondence and respond promptly like you would at the office
- b. Carve out time for phone or video conferencing to stay in active touch with co-workers