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# Business Continuity Management

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## Infectious Disease Workforce Protection/ Worker Mitigation Plan

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**Protection Requirements:** The information contained in this document is designated as For Official Use Only (FOUO) and the exclusive property of Alaska Communications. Its use is intended solely for the purpose of documenting the procedures and actions required by Alaska Health Mandate 10, 11, and 12 in response to the COVID-19 pandemic.

**Change Control Tracking**

Mandates, guidelines, and restrictions may change rapidly. Alaska Communications will continue to follow state and federal guidelines and will update this plan as changes occur. The document preparer is responsible for tracking any revisions that need to be made to this Workforce Protection/Worker Mitigation Plan.

<b>Date of Revision</b>	<b>Plan Section</b>	<b>Plan Changes</b> <i>(include name of person making changes)</i>
7/24/2020	Sec 1, 2, App A E F & G	<i>Shawna Watson – Updated Definitions, Travel requirements, mandates Updated App A, added App E, F, and G.</i>

## Table of Contents

1. INTRODUCTION.....	4
PURPOSE.....	4
SCOPE.....	4
COVID-19 MANDATES .....	4
CONTINUITY RESPONSE AND RECOVERY .....	4
DEFINITIONS .....	4
2. OPERATIONS AND WORKPLACE CONTROLS.....	6
WORKPLACE CONTROLS .....	6
TRAVEL .....	6
COVID-19 SYMPTOMS .....	7
QUARANTINE, ISOLATION, AND RETURN TO WORK.....	7
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	9
CLEANING AND DISINFECTING.....	9
APPENDIX A – PROCEDURES FOR CRITICAL WORK AREAS .....	10
APPENDIX B – BASIC INFECTION CONTROL .....	11
APPENDIX C – ADAPTED INSTALLATION PROCESS.....	14
APPENDIX D – CRITICAL EMPLOYEE DOCUMENTATION.....	15
APPENDIX E – CONSTRUCTION AND ENGINEERING .....	17
APPENDIX F – COVID-19 RETURN FROM TRAVEL AFFIDAVIT .....	18
APPENDIX G – STATE OF ALASKA STEP BY STEP ARRIVAL TRAVEL INSTRUCTIONS .....	19

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## **1. Introduction**

Due to the nature of our work some of our Alaska Communications employees are not able to completely telework and must be out in the public to physically repair or install telecommunications or internet services. Alaska Communications is following the guidance from CDC, state, and local public health in response to COVID-19 to remain operational to provide services throughout the state of Alaska while maintaining the health and safety of our employees and the public.

### **Purpose**

The purpose of this plan is to serve as an operational guide to facilitate the protection of Alaska Communications' workforce and the Alaskan population in accordance with Alaska Health mandates in response to the COVID-19 pandemic.

### **Scope**

The scope of this plan is for all Alaska Communications employees and contractors in or traveling to the state of Alaska while performing company duties. This plan is specific to the Corona (Covid-19) virus response.

### **COVID-19 Mandates**

Manager of Business Continuity, Emergency Management, and Safety shall maintain contact with local, state and federal agencies regarding the rapidly changing COVID-19 protocols, procedures, and mandates.

### **Continuity Response and Recovery**

During COVID-19 response Alaska Communications is working to maintain "business as usual" status while modifying certain actions to promote the health and safety of Alaska Communications employees, customers, and the public. In the event of a negative impact to Alaska Communications, whether it is due to loss of personnel, facilities, technology, or vendors, crisis response will focus on restoring and maintaining critical business processes and mission essential functions first.

### **Definitions**

**Basic Infection Control:** Washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer containing at least 60% alcohol, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

**Critical Infrastructure:** The state of Alaska has deemed the Communications and/or IT sector Essential Services and Critical Infrastructure industries and entities in [Alaska Essential Services and Critical Workforce Infrastructure Order](#).

**Essential Travel:** travel required to continue critical business operations.

**Exposure:** a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

**Isolation:** separates sick people with a contagious disease from people who are not sick. People who are in isolation should stay home. In the home, anyone sick should separate themselves from others by staying in a specific “sick” bedroom or space and using a different bathroom (if possible).

**No touch installs:** adapted installation process having the field technician’s complete installation work to the house while not meeting the customer face to face nor entering the residence.

**Quarantine:** separates and restricts the movement of people who were or may have been exposed to a contagious disease to see if they become sick.

**Self-Quarantine:** Remaining in a designated self-quarantine location for a period of 14 days from point of potential COVID-19 exposure or after arriving in the State/community, or for the duration of the stay, whichever is shorter. Persons under self-quarantine may:

- Leave their designated quarantine location only for medical emergencies or to seek medical care.
- Not visit any public spaces, including, but not limited to: pools, meetings rooms, fitness centers or restaurants.
- Not allow visitors in or out of their designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by public health.
- Comply with all rules or protocols related to quarantine as set forth by the hotel or rented lodging.
- If there are other individuals in the residence, hotel room, or rented lodging, persons under self-quarantine are required to comply with social distancing guidelines.

**Social Distancing:** Social Distancing means keeping space between yourself and other people. To practice social or physical distancing:

- Stay at least 6 feet (2 meters) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

**Testing –** To be cleared after interstate travel through testing, an employee must have an initial test with a negative result within 72 hours of travel or upon arrival at an airport in Alaska and a second test with a negative result after 7 days of arriving in Alaska.

- All travelers who choose a test-based option must minimize interactions and refrain from visiting any Alaska Communications’ facility until they receive a negative result from a final test taken between 7-14 days after arrival in Alaska.

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## **2. Operations and Workplace Controls**

### **Workplace Controls**

Telecommuting has been implemented where able. Approximately 60% of Alaska Communications workforce can telecommute. Where telecommuting is not an option these protective measures have been put in place to help avoid the potential spread of the virus:

- Closed public access to Alaska Communications corporate headquarters and business technology center to reduce the foot traffic within facilities to essential traffic only.
- Implemented procedures for critical work areas (see Appendix A).
- Implemented adapted field and technician protocols to promote no touch or social distanced installations (see Appendix C) to reduce physical customer interactions.
- Modified how technician and field employees report to work and retrieve work orders to maximize social distancing.
- Moved workstations within facilities as needed to ensure employees who are required to report to a facility are able to maintain social distance.
- Cancelled all non-essential travel.
- Implemented basic infection control practices.
- Regularly remind employees to stay home if they are sick.
- Provided face coverings for employees who are not able to telecommute.
- Encourage the use of face coverings when in public.
- Regularly communicate state and local guidance, and mandates to all personnel through employee alerts.
- Provide cleaning supplies, hand sanitizer, and gloves to employees especially those in the field who do not have running water readily available for hand washing.
- Enhanced routine cleaning and disinfecting of the workplace surfaces, equipment, and other elements of the work environment.

### **Travel**

Alaska Communications is a statewide entity. Resources including personnel are already distributed throughout the state as much as possible, however bush community travel was a normal occurrence in non-pandemic times in response to outages or communication needs.

Currently all non-essential travel for Alaska Communications has been cancelled. For employees to travel there must be a defined critical business need. If Alaska Communications does not have resources at a location contract resources at the destination location will be used whenever possible to reduce the need for travel. Essential travel must be approved by an Alaska Communications Senior Vice President. Approved travel must also include approval/requirements from the travel destination location. Traveling employees must adhere to any and all additional restrictions enacted by private air carriers, lodging facilities, and communities in accordance with the State of Alaska Health Mandate 12 and attachments.

All Alaska Communications personnel are considered essential however not all need to travel to perform job functions. Some travel may be within the same community or bordering community from their

residence to an office or Alaska Communications facility, where other travel may mean going into a different community entirely to perform critical repairs.

Intrastate travel will be required to follow quarantine rules set by destination location. If the employee lives in the destination location, they should self-quarantine at their residence. If the employee is traveling for business, they will follow all destination mandates and all additional restrictions enacted by private air carriers and lodging facilities or by communities in accordance with the State of Alaska Health Mandate 12 and attachments.

When traveling, employees are to carry the critical employee documentation from Cybersecurity and Infrastructure Security Agency (CISA) and Alaska Communications, company ID, driver's license, real ID or passport, follow basic infection control practices, and are encouraged to wear face coverings when in public.

Upon returning from outside of the state of Alaska employees, contractors, and vendors shall not enter Alaska Communications property at any time prior to completing one of the two post-travel procedures:

1. **Without two negative test results** - 14-day self-quarantine from the date of arrival in the State.
- or -
3. **Two negative test results** - An initial negative test at or around the time of arrival in Alaska and final negative test taken 7-14 days after arrival.

Employees, contractors, and vendors who wish to enter an Alaska Communications' facility after travel must submit the completed COVID-19 Return from Travel Affidavit (Appendix F) to Human Resources at [hrsysadm@acsalaska.com](mailto:hrsysadm@acsalaska.com).

### **COVID-19 Symptoms**

CDC advises if a person has any of the listed signs/symptoms, they might have COVID-19. Most people have mild illness and are able to recover at home. If someone thinks they may have been exposed to COVID-19, they are to contact their healthcare provider immediately and stay at home where they should keep track of their symptoms and work with a medical professional or public health.

These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

### **Quarantine, Isolation, and Return to Work**

#### **Self-Quarantine**

If for reason of travel or exposure an Alaska Communications employee is required to self-quarantine, they are to do so in accordance with public health mandates.

While self-quarantined, be alert for symptoms. Watch for fever, cough, or shortness of breath.

- Take temperature twice daily
- Stay home unless needed to seek medical care
- Follow public health and/or medical guidance if symptoms develop.

See return to work section for return to work process and criteria.

### **Procedures for Personnel who Become Ill**

In the event that there is a confirmed case of COVID-19 within Alaska Communication workforce:

- **Identification:** Employees who have become sick while at work are to notify their supervisor and will be sent home. If an employee notifies a supervisor of a positive COVID-19 test contact investigation will be performed in conjunction with public health and appropriate notifications will be made.
- **Other workers in possible contact:** Employees who have met the exposure criteria will be sent home or advised to stay home to self-quarantine and monitor for symptoms for 14 days. Workers who are exposed to a case of COVID-19 must be required to self-quarantine for 14 days.
- **Isolation:** Prompt isolation of potentially infectious individuals. Ensure individual has face covering to leave the premises. Cordon off the area and contact appropriate service for cleaning.
- **Transportation:** If the employee can not transport themselves to the location they are staying, or to a healthcare facility 9-1-1 should be called. Advise the 9-1-1 dispatcher of the possibility of COVID-19.
- **Treatment:** Employees should follow medical and public health guidance and treatment protocols.
- **Notification:** Prompt notification of the business leadership, healthcare professionals, local/State authorities, the remainder of the workforce and other potential stakeholders, to include customers/community as needed.

### **Return to Work**

After the quarantine period or testing requirements have been met and prior to returning to work or being deployed to remote job sites, personnel shall ensure they have not:

- Had COVID-19 symptoms
- Tested positive for COVID-19
- Been exposed to someone who has tested positive to COVID-19

Personnel who cannot confirm the above and have not submitted the Return from Travel shall not be allowed to mobilize to the jobsite and shall remain in quarantine until the employee meets the CDC criteria to discontinue home isolation and/or has been deemed safe to return to work by a medical professional.

If an employee tests positive for COVID-19 they must have a doctor's note or public health note releasing the person back to work.



CDC non test requirements for persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 7 days have passed since symptoms first appeared.

### **Personal Protective Equipment (PPE)**

Employees are required to use basic infection control measures and follow social distancing mandates. Employees are encouraged to wear face coverings when in public especially where social distancing may prove difficult such as stores. Gloves are available upon request.

Personnel are instructed of appropriate donning, doffing, and usage of PPE.

### **Cleaning and Disinfecting**

Facilities will use “CDC COVID-19 Cleaning and Disinfecting Your Facility” guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Additionally, all Alaska Communications employees and contractors will comply with OSHA’s standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

**Appendix A – Procedures for Critical Work Areas**

For all Alaska Communications Employees, Contractors, Vendors.

In working to keep our facilities a COVID-19 Safe Zone we ask you help by:

1. Do Not Enter if you:
  - Have a cough
  - Have shortness of breath or difficulty breathingOr Any TWO of these
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Have been around a person who exhibits the above symptoms
  - Have tested positive for COVID-19 and not been medically cleared
  - Have traveled outside of Alaska and not completed the travel requirements for return.

\* If you exhibit any of the above symptoms, please return to your vehicle and call your Supervisor or Point of Contact

2. Wash your hands immediately upon entering for at least 20 seconds.
3. Once inside, follow CDC hygiene guidance
  - Frequent hand washing for 20 sec.
  - Don't touch your face
  - Cover your sneeze or cough

Effective immediately, the following efforts will also be made in order to accomplish our goal:

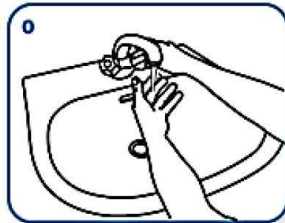
1. Wipe workstation down before and after each shift (surface, control buttons, mouse, keyboard, phone, headset, headset base, chair, etc.)
2. One person per office/workspace/wire center where possible.
3. Each person is assigned a head set and not to use others.
4. Reduce the amount of face to face interaction.
  - a. If in a room with someone at any time maintain at least 6 foot distance at all times, if not enough space take the conversation outside.
  - b. Wear a face covering.
  - c. Attend meetings by skype or phone using your headset, phone or computer.
5. Wipe phone handset after each use.
6. Wipe test phones and cell phones at least once a shift.
7. Don't share office supplies, pens/pencils, pads of paper etc.
8. Wipe door handles, refrigerator handles & water jug handles when possible.

If we all work together, we can do our part to keep our business running smoothly as well as help protect the rest of the community from the potential spread of the Covid-19 virus.

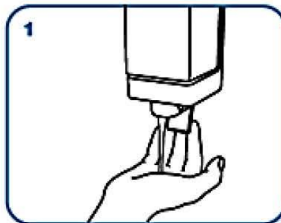
Appendix B – Basic Infection Control

# How to Hand Wash Effectively

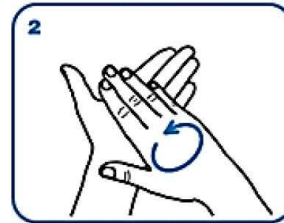
## Step -1 Start singing Baby Shark Song



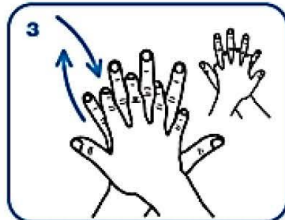
Wet hands with water



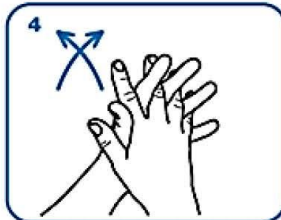
apply enough soap to cover all hand surfaces



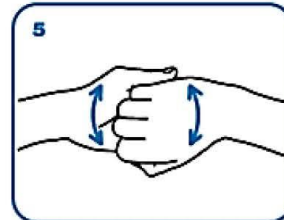
rub hands palm to palm



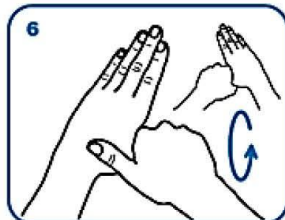
right palm over left back of hand with interlaced fingers and vice versa



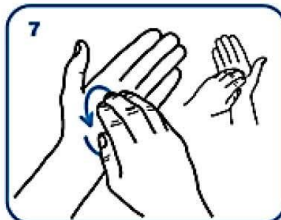
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



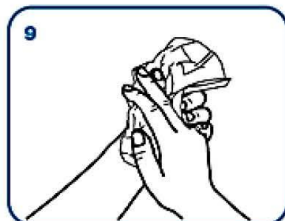
rotational rubbing of left thumb clasped in right palm and vice versa



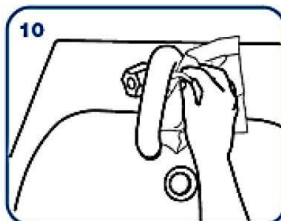
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



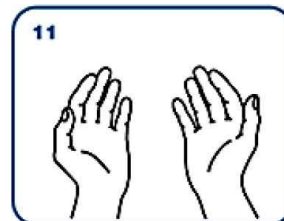
rinse hands with water



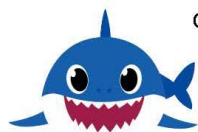
dry thoroughly with a single use towel



use towel to turn off faucet



... and your hands are clean.



## Step 12 Finish singing Baby Shark Song

Pro Tip: Open bathroom door with single use towel.



# CORONAVIRUS (COVID-19)

## WORKPLACE TIPS FOR EMPLOYEES

The following is general workplace health and safety information from the Centers for Disease Control and Prevention (CDC). Stay informed about public health recommendations related to the coronavirus and other health threats by visiting the CDC website at [www.cdc.gov](http://www.cdc.gov).

### CORONAVIRUS (COVID-19)

**What is coronavirus disease 2019 (COVID-19)?** coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes the coronavirus is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

**How does the coronavirus spread?** The virus is thought to spread mainly from person-to-person. The virus spreads by droplets made when people with the coronavirus cough, sneeze or talk. These droplets can land in the mouths or noses of people nearby or be inhaled into their lungs. It may be possible that a person can get the coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

### HEALTHY HABITS TO HELP PREVENT THE CORONAVIRUS (COVID-19)

Source: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>



#### Avoid close contact.

Avoid close contact with people who are sick. If you are sick, keep your distance from others.



#### Stay home when you are sick.

Stay home from work, school, and errands when you are sick to prevent spreading your illness to others.



#### Avoid touching your eyes, nose or mouth.

Germes are often spread when a person touches something that is contaminated with germes and then touches his or her eyes, nose, or mouth.



#### Cover your mouth and nose.

Cover your mouth and nose with a tissue when coughing or sneezing to prevent those around you from getting sick.



#### Clean your hands.

Washing your hands often for 20 seconds will help protect you from germes. If soap and water are not available, use an alcohol based hand rub with at least 60% Ethyl Alcohol.



#### Practice other good health habits.

Use regular household cleaning spray or wipe to clean and disinfect frequently touched objects and surfaces at home, work or school.



#### Follow CDC's recommendations for using a facemask.

CDC does not recommend that people who are well wear a facemask. Facemasks should be used by people who show symptoms of the coronavirus to help prevent the spread of the disease to others.



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For more information about the coronavirus, please visit the CDC website at [cdc.gov](http://cdc.gov).

March 16, 2020



### IF YOU DO GET SICK WITH THE CORONAVIRUS

Source: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

For confirmed coronavirus disease cases, reported illnesses have ranged from mild symptoms to severe illness and death.

#### Symptoms can include:

- Fever or feeling feverish/chills
- Cough
- Shortness of breath

CDC believes at this time that symptoms of the coronavirus may appear in as few as 2 days or as long as 14 days after exposure. This is based on what has been seen previously as the incubation period of coronavirus.

#### What should I do if I get sick?

- Stay home and avoid contact with other people as much as possible except to seek medical care.
- Separate yourself from other people and animals in your home.
- Call ahead before visiting your doctor.
- Wear a facemask, cover your coughs and sneezes, and clean your hands often.
- Avoid sharing personal household items and clean all "high-touch" surfaces everyday.
- Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you may have, or are being evaluated for, the coronavirus. Put on a facemask before you enter the facility. Ask your healthcare provider to call the local or state health department.
- Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.
- Patients with confirmed coronavirus should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

### WHAT SHOULD I DO WHEN SOMEONE I KNOW IS DIAGNOSED WITH THE CORONAVIRUS?

Source: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions>

- Make sure that you understand and can help the patient follow their healthcare provider's instructions for medication(s) and care. You should help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.
- Monitor the patient's symptoms. If the patient is getting sicker, call his or her healthcare provider and tell them that the patient has laboratory-confirmed coronavirus.
- Household members should stay in another room or be separated from the patient as much as possible. Household members should use a separate bedroom and bathroom, if available.
- You and the patient should wear a facemask if you are in the same room.
- Keep the air clean. Open a window in the sick room or use a fan to keep fresh air flowing.
- Perform hand hygiene frequently. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash laundry with normal laundry soap and dry on a hot setting. Keep dirty laundry away from your face and body. Wash your hands right after touching dirty laundry.
- Clean all "high-touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day.
- Place all used disposable gloves, facemasks, and other contaminated items in a lined container before disposing of them with other household waste.



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For more information about the coronavirus, please visit the CDC website at [cdc.gov](https://www.cdc.gov).

March 16, 2020

**Appendix C – Adapted Installation Process**

**Residential Process** - To protect your home or business, and our teams, and in following guidelines set by the CDC, we have temporarily adapted the way we are installing internet service. Here are the steps we'll take together to get you connected:

1. During your designated service installation appointment time, our field technician will come to your location
2. We will complete outside work to the NID (network interface device) that connects our network to your home
3. Instead of coming inside your home to place and power on your modem with router, we will deliver it to your doorstep
4. We (your field technician) will attempt to call you (two times) during your designated installation appointment time to reach you
5. We will instruct you on placement and powering on of your modem with router

We will walk you through additional troubleshooting scenarios as needed during your service call. Should you miss our call, please contact us at 800-808-8083 for technical support.

**Business Process** - To protect you and our teams, and in following guidelines set by the CDC, we have temporarily adapted the way we are installing business services. Here are the steps we'll take together to get you connected:

1. During your service appointment time, our field technician will come to your location
2. We will inform you when we are on the way, calling the designated Point of Contact (POC)
3. Where applicable, we will complete outside and remote work to connect our network to your business
4. POC must be on location to provide us with access to service areas, including building Communication Closet, if needed (may require building owner/manager access)
5. Please have the area(s) clear, clean, and accessible for minimal contact
6. To keep you and our Technician safe while practicing effective social distancing, we need assurance that:
  - Minimal or no other employees in area(s) we will work (other than point of contact), with ability to practice safe social distancing
  - Safe access to the rooms/ location(s) of service and equipment placement
  - No person on premise is known to have tested positive for COVID-19
  - No person on premise has traveled outside Alaska in the last 14 days
  - No person on premise has reported a body temperature over 100.3F
  - No person on premise is known to have been exposed to another person with a confirmed case of COVID-19
7. If our technician determines they are unable to safely complete your appointment, we will inform you during your appointment time and will work with you to reschedule or, where possible, find a satisfactory alternative solution

We also appreciate your understanding as we've been working through longer wait times for appointments as a result of our communities' important and valuable business service needs (i.e. medical and emergency personnel-related activities).

If you have questions about your appointment or services, please feel free to reach out to your Service Delivery Specialist at 907-564-1968.

## Appendix D – Critical Employee Documentation



Cybersecurity & Infrastructure  
Security Agency  
Washington, DC 20528

May 27, 2020

To Whom It May Concern:

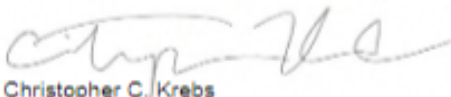
The U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA) issues this letter to facilitate work in the interest of homeland security by Communications Sector workers identified in the CISA Essential Critical Infrastructure Workers advisory guidance, dated May 19, 2020.<sup>1</sup> CISA requests any courtesy that can be extended to essential workers involved in communications infrastructure operations, maintenance and restoration in response to the COVID-19 Pandemic and any other regional disasters (e.g., hurricanes, tornadoes, wildfires, earthquakes) that may occur during any COVID-19 response phase.

CISA developed the **Essential Critical Infrastructure Workers** advisory guidance identifying workers that conduct a range of operations and services deemed essential to continued critical infrastructure viability. This list is intended to support State, local, tribal, and territorial officials' decision-making as they work to protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

In developing this advisory guidance, CISA determined that essential workers need access to jobsites based on our judgment that organizations affiliated with the Communications Sector engage in activity that could reasonably be included within the scope of "critical infrastructure" as that term is defined in law; and critical communications infrastructure is necessary to ensure first responder, emergency responder, and 911 communications capabilities are functional during this response and recovery period. In the course of providing this support, identified Essential Critical Infrastructure Workers in the Communications Sector should be able to travel to and access necessary critical infrastructure facilities in order to prevent loss of service or restore critical communications services.

CISA greatly appreciates your cooperation. For any questions or concerns related to this request, please contact the CISA at 888-282-0870 or [CISAservicedesk@cisa.dhs.gov](mailto:CISAservicedesk@cisa.dhs.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Christopher C. Krebs'.

Christopher C. Krebs  
Director  
Cybersecurity and Infrastructure Security Agency (CISA)

<sup>1</sup> "Guidance on the Essential Critical Infrastructure Workforce," Cybersecurity and Infrastructure Security Agency, <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>.



**Critical Infrastructure Employee Authorization to  
Travel and Report to Work  
Federal Response Directive**

To Whom It May Concern:

The individual in possession of this letter works in the Communications and/or Information Technology (IT) sector. She/he is either a direct employee of Alaska Communications or a critical vendor in the Communications and/or IT sector. These sectors have been deemed by the U.S. Government as critical to the infrastructure of the United States in accordance with Presidential Policy Directive 21 and Department of Homeland Security emergency readiness programs implementing the USA PATRIOT Act of 2001, 42 U.S.C. § 5195c(e). She/he must travel to and from work and engage in Communications and/or IT activities.

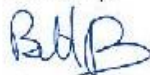
As a "critical infrastructure industry employee" of the Communications and/or IT sectors, the individual in possession of this letter should be considered excused from any city, state or local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing her or his work functions, and should be permitted to proceed.

In a March 16 guidance, the President of the United States has instructed employees of Critical Infrastructure Industries, including the Communications and IT sectors, to continue to perform their normal job functions during the coronavirus pandemic.

The continued operation of the Communications and IT sectors is vital to United States operations and the health and wellness of the American people during this emergency.

Should you have any questions concerning this letter, please contact Shawna Watson, Manager, Business Continuity, Emergency Management and Safety at 907-229-6300.

Bill Bishop



President and CEO



**Appendix E – Construction and Engineering**

Additional mandates specific to engineering and construction.

1. Employees will travel one employee per vehicle.
2. All vehicles will carry a COVID kit. Kit will contain:
  - a. hand sanitizer;
  - b. disinfecting wipes or paper towels w/ disinfecting solutions;
  - c. disposable gloves; and
  - d. masks.
3. Specific to DOT projects:
  - a. Any contractor or force crew completing DOT work must have the DOT Project Manager or DOT Project Engineer's *Emergency Response Plan* prior to beginning work, briefed their team, and adhere to the ERP in addition to this plan.
  - b. Per paragraph 6 of the COVID-19 Management Plan DOT, Alaska Communications will in most cases choose to delay proposed DOT work in lieu of paying additional costs to comply with Health Mandates. If there are additional costs caused by these mandates, please coordinate with Bobby Stone, Director, Access Network Development prior to starting.
    - i. Para 6 of DOT plan: *DOTPF will, at no cost to DOTPF, liberally grant contractor requests for additional time should they choose to postpone work activities in lieu of incurring additional costs to comply with the Health Mandates. Contractors who choose to proceed with work activities should do so with the understanding that under Section 107-1.01 of the Highway Specifications, and Section 70-01 of the Airport Specifications, they are responsible for complying with all governmental orders, including Health Mandates, without further compensation under the contract.*
4. Contracted services must follow the Alaska Communications plan, or provide their plan which has at a minimum the same requirements as this plan.

## Appendix F – COVID-19 Return from Travel Affidavit



## COVID-19 Return from Travel Affidavit

Employees who have returned from travel from outside of Alaska must follow one of two options prior to returning to an Alaska Communications' facility or job site.

1. 14 day self-quarantine from the date arrived in the State.
- or -
2. Testing - An initial negative test at or around the time of arrival into Alaska and final negative test taken 7-14 days after arrival.

Once the return from travel requirement is completed employee should submit this form to Human Resources by email to [hrrsysadm@acsalaska.com](mailto:hrrsysadm@acsalaska.com).

**Employee Name:** Click here to enter text.

**Employee ID #:** Click here to enter text.

**Supervisor Name:** Click here to enter text.

By submitting this form, I confirm that I have adhered to one of the listed above travel criteria and have not received a positive COVID-19 test result or been symptomatic in the last 14 days.

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Employee Signature

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Date

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Human Resources use only

Application received by:

Date:

Time:

Appendix G – State of Alaska Step by Step Arrival Travel Instructions

