DENAL! CABINS

DENALI CABINS WELCOME GUIDE



WELCOME!

We are excited that you have joined the Denali Cabins Team. Even though snow still clings to the nearby mountains here in Anchorage, Alaska, the summer is rapidly approaching, and we are looking forward to another great season.

As a Team, we strive to provide the highest quality experience to our guests, not only to meet their expectations, but to exceed them. With Denali National Park surrounding us, there are endless opportunities to get out and enjoy the wonders of nature. DenaliCabins is a very special place and spending a summer living so close to the Park entrance, we hope that you will also enjoy yourself and build lasting memories that will endure throughout your life.

Arrival:

In general, it's best to arrive in Anchorage a day or two before your first day of work which will be May 16th so you will need to arrive to Anchorage no later than May 14th. On May 15th you will travel from Anchorage to Denali on our bus. Most flights into Anchorage are in the late afternoon or evening, which would be too late to catch our bus or other transportation service to the Denali Park entrance area on the 15th.

Sincerely,

Christopher Hudson

General Manager | Denali Division

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COMPLETING YOUR NEW HIRE PAPERWORK

DENALI PROPERTIES | INSTRUCTIONS

Please fill out all the information on the ADP website ASAP (workforcenow.adp.com). There are a few things to keep in mind when filling out your forms:

- / Completely fill out all forms
- / Sign and Date allforms
- / Ensure that your Direct Deposit Authorization form is filled out with the correct bank account number and routing number
- / Do not photo copy forms of ID! You will need to bring the actual documents with you to work so we can verify each document



All links within this Handbook are searchable.

DENALI PROPERTIES | FORMS

If there is something that you do not understand or are unsure of, someone from the staff will assist you when you are on property on your orientation day. However, filling the forms out in advance on the ADP website via your account will be fastest.

In a future email, prior to your arrival, you will receive the Alaska Collection by Pursuit Employee Handbook so that you will have your own personal copy. The location of the Handbook will also be available to read in the Employee Lounge, or from the Managers office.

DENALI PROPERTIES | W-4 Tax Form Sample

W-4	ιl	Employee's Withholding Certificate	OMB No. 1545-0074			
Department of the Tr		► Complete Form W-4 so that your employer can withhold the correct federal income tax from your ▶ Give Form W-4 to your employer. ► Your withholding is subject to review by the IRS.	20 20			
Step 1:		IRST NAME Last name LAST NAME	(b) Social security number LEAVE BLANK			
Personal Information	City o	TOUR HOME ADDRESS r town, state, and ZIP code	➤ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.			
	(c) Single or Married filing separately Married filing jointly (or Qualifying widow(er)) Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can					
Step 2: Multiple Jobs or Spouse	7	Complete this step it you (1) hold more than one job at a time, or (2) are married filing also works. The correct amount of withholding depends on income earned from all of the Do only one of the following.				
Works		(a) Use the estimator at www.irs.gov/W4App for most acturate withholding for this step (b) Use the Multiple Jobs Worksheet on page 2 and outer the result in Step 4(c) below for rough (c) If there are only two jobs total, you may chick this box, D, the same on Form W-4 for is accurate for jobs with similar vay; one wise, in present than necessary may be withholding to be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse)	ly accurate withholding; or the other job. This option eld			
Complete Ste be most accur	ps 3- rate if	incomo, including a an independent contractor, use the estimator. 4(b) on W- for only ONE of these jobs. Leave those steps blank for the other job you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)	os. (Your withholding will			
Step 3: Claim Dependents	•	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17- by \$2,000 > \$				
		Multiply the number of other dependents by \$500 ▶ _\$				
Step 4 (optional): Other Adjustments	3	Add the amounts above and enter the total here	4(a) \$ 0			
		enter the result here	4(b) \$ 0 4(c) \$ NRA			
Step 5: Sign Here	.	YOUR SIGNATURE mployee's signature (This form is not valid unless you sign it.)	ATE SIGNED			
Employers Only	Empl		Employer identification number (EIN)			
For Privacy Act	t and F	Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q	Form W-4 (2020)			

DENALI PROPERTIES | I-9 Form Sample

EMPLOYEE FILLS OUT THIS FORM, SIGNS AND DATES - THE NEXT PAGE IS FILLED OUT BY YOUR MANAGER USCIS Employment Eligibility Verification Form 1-9 Department of Homeland Security OMB No. 1815-0647 U.S. Citizenship and Immigration Services Expires 88/31/2009 ► START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically during completion of this form. Employers are liable for errors in the completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form 1-9 no later than the first day of employment, but not before accepting a job offer.) Other Last Names Lined of any Address (Street Number and Name) April Paumber City or Town JPP Code Date of Birth (mm/dd/yyyy) Employee's E-mail Address Emanoyee's Telephone Number I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that I am (check one of the following boxes): 1. A citizen of the United States Z. A noncitizen national of the United States (See instructions) A lawful permanent resident. (Allen Registration Number/USOS Number). A An after authorized to work - until (expension date: if applicable; minidally/yy). Some stems may write "NIA" in the expiration date field. (See instructional) Allens authorized to work must provide only one of the following accument numbers to complete Form I-9: An Allen Registration Number USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number Alem Registration Number/USCIS Number: <<< Employee should only write OR down ONE of these three numbers. 2. Form 1-94 Admission Nia Whichever you write down is what we will need to have physically to 3. Foreign Passport Numb make a scanned copy of. Country of Issuance atule of Employee Today's Date (/mh/dd/yyyy) Preparer and/or Translator Certification (check one): I did not use a preparer or translator Aprepa (Fields below must be completed a completing Section 1.) ned when preparers and/or translators assist an amplosisted in the completion of Section. I attest, under penalty of perjury and that to the best of my knowledge the information is to Signature of Preparer or Translator te (min/dd/yyyy) Last Name (Family Name) Address (Street Number and Name) ZIP Code Employer Completes Nest Page

DENALI PROPERTIES | ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

	LIST A	LIST B	LIST C		
	Documents that Establish Both Identity and Employment Authorization	Documents that Establish Identity AN	Documents that Establish Employment Authorization		
1.	U.S. Passport or U.S. Passport Card	Driver's license or ID card issued by a	A Social Security Account Number		
2.	Permanent Resident Card or Allen Registration Receipt Card (Form I-551)	State or outlying possession of the United States provided it contains a photograph or information such as	card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT		
3.	Foreign passport that contains a temporary I-551 stamp or temporary	name, date of birth, gender, height, eye color, and address	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION		
	I-SS1 printed notation on a machine- readable immigrant visa	ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or.			
4.	Employment Authorization Document that contains a photograph (Form I-766)	Information such as name, date of birth, gender, height, eye color, and address	 Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 		
-	For a nonimmigrant allen authorized to work for a specific employer	School ID card with a photograph	Original or certified copy of birth		
Э.		Voter's registration card	certificate issued by a State,		
	because of his or her status:	5. U.S. Military card or draft record	county, municipal authority, or territory of the United States		
	a. Foreign passport; and b. Form I-94 or Form I-94A that has	6. Military dependent's ID card	bearing an official seal		
	the following: (1) The same name as the passport; and (2) An endorsement of the allen's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	7. U.S. Coast Guard Merchant Mariner	Native American tribal document		
		Card	5. U.S. Citizen ID Card (Form I-197)		
		Native American tribal document	6. Identification Card for Use of		
		Driver's license issued by a Canadian government authority	Resident Citizen in the United States (Form I-179)		
		For persons under age 18 who are unable to present a document fisted above:	Employment authorization document issued by the Department of Homeland Security		
G.	Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form	10. School record or report card			
		11. Clinic, doctor, or hospital record			
	I-94 or Form I-94A Indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	12. Day-care or nursery school record			

/ Do not photo copy forms of identifications or bring copies with you, we will need to physically scan the actual documents on property

ARRIVAL PREPARATION

ARRIVAL PREPARATION

DENALI PROPERTIES | PRE-TRIP PLANNING TO ALASKA

As you prepare to pack for your exciting adventure in Alaska, focus on packing items you would need if you were going camping. A rain jacket, a lightweight jacket, jeans, extra socks, etc. Definitely pack some shorts and tee shirts as well. Bring clothing and accessories that you can layer by adding to or removing when you need to. Click on links in sections to learn more information.

Additional links that will be helpful on Air Travel and Denali are included at the conclusion of this Arrival Preparation section.

PACKING

- / IDENTIFICATION AND/OR PASSPORT THAT HAVE NOT EXPIRED
- / MOSQUITO REPELLENT
 You'll not want to pack this if you're traveling by plane, but once
 you get to Anchorage, you'll want to purchase to take with you to
 Denali. If you really want to protect yourself, there's nothing as
 effective as DEET. 30-40% concentration should be sufficient.
 Mosquito head nets tend to be overkill unless you plan on doing
 a lot of hiking or tent camping, as they obscure visibility and can
 get warm.

MOSQUITOES IN ALASKA

- / WATCH/ALARM CLOCK
 With so much daylight, it's easy to lose track of time
- / SUN PROTECTION
 Lightweight, brimmed hat (sun and rain); sunglasses and sunscreen
- / CONTACT INFORMATION

 Bring cards with your contact information to give to new friends and mailing labels for sending postcards
- / CLOTHING YOU CAN LAYER
 You will want to consider packing for your trip, long underwear,
 fleece clothing, and a waterproof/breathable jacket

WHAT TO WEAR IN ALASKA

/ COMFORTABLE SHOES WITH GOOD TRACTION
Shoes with good support and traction (to prevent slipping) are adequate for anything you'll do except hike steep hillsides. If you prefer something sturdier, lightweight hikers are great, and some are waterproof as well.

HIKING WEAR IN ALASKA

/ LIGHT WINTER CAP/GLOVES/SCARF
These really keep you warm if it gets unseasonably cold—or if you're feeling the effects of glacier-chilled wind—without adding a lot of weight.

/ SUMMER CLOTHING Pack shorts and short sleeve shirts. Recent Alaskan summers have been hot and sunny.

ALASKA CLIMATE

/ SMALL FIRST AID KIT Most lodges and tour operators will have you covered, but it's convenient to have Band-Aids and ointment for minor emergencies for when you're away from the property enjoying Alaska.

/ CAMERA / VIDEO CAMERA Capture your Alaska experiences, and don't forget the extras: batteries, lenses, chargers, and memory cards.

ALASKA PHOTOGRAPHY

- / BACKPACK OR TOTE BAG (MEDIUM TO LARGE)
- / ZIPPER-TOP BAGS
 Freezer-size zipper-top bags are great to keep clothing folded and toiletries isolated (in case of leaks). Separate baggies make it easier to repack in case your luggage is searched, and extra bags are handy for storing dirty or damp clothing.

The weather is unpredictable here in Alaska. It can get cold at night, and hot during the day. Summer rain showers are common, so we really encourage you to have layers of clothing for all possible weather conditions.



MAILING/SHIPPINGADDRESS

All mail and packages should be addressed to your individual PO Box in Denali. Upon arriving in Denali National Park for work, we suggest that employees get their own PO Box or get a PO Box as a group.

If you wish, you can send standard mail to our company PO Box in Denali National Park. All mail will be delivered as soon as possible and the company will not be held liable for undelivered items that are not addressed appropriately.

PO Box 229 Denali Park, AK 99755

ADDITIONAL LINKS
U.S. CUSTOMS
VIDEO: KNOW BEFORE YOU GO

TRANSPORTION SECURITY COMMISION

<u>US SECURITY SCREENING - WHAT TO EXPECT</u>

DENALI LINKS

DENALI NATIONAL PARK AND PRESERVE

DENALI COMMUNITIES

DENALI ACTIVITIES



DENALI CABINS | DEPARTMENT UNIFORMS

Uniforms we provide for you must be returned once employment has ended

COOKS | BACK OF HOUSE

BRING WITH YOU

/ Footwear: Bring comfortable close toed, non-slip with good traction and waterproof boot or shoe. Tennis shoes are not acceptable. See below for samples of recommended sole types.



DENALI CABINS | DEPARTMENT UNIFORMS

Uniforms we provide for you must be returned once employment has ended

SERVERS | FRONT OF HOUSE

BRING WITH YOU

- / Denim Jeans (No Holes or Frays) conservative colors (Dark Blue, Black, Grey, etc.)
- / Footwear: Bring comfortable close toed, non-slip and waterproof boot or casual dress shoe. Tennis shoes are not acceptable. See below for samples

ROOM ATTENDANTS

BRING WITH YOU

- / Denim Jeans (No Holes or Frays) conservative colors (Blue, Black, Grey, etc.)
- / Footwear: Bring comfortable close toed, non-slip and waterproof boot or casual shoe. Tennis shoes are not acceptable.

FRONT DESK REPRESENTATIVES

BRING WITH YOU

- / Denim Jeans (No Holes or Frays) conservative colors (Blue, Black, Grey, etc.)
- / Footwear: Bring comfortable close toed, boot or dress shoe. Tennis shoes are not acceptable.

DENALI CABINS | DEPARTMENT UNIFORMS

Uniforms we provide for you must be returned once employment has ended

MAINTENANCE AND GROUNDS

BRING WITH YOU

- / Denim Jeans (No Holes or Frays)
- / Footwear: Bring comfortable close toed, non-slip and waterproof boot. Tennis shoes are not acceptable.

LOGISTICS EXPEDITOR

BRING WITH YOU

- / Dark Denim Jeans (Blue or Black/No Holes or Frays)
- / Footwear: Bring comfortable close toed, non-slip and waterproof boot or casual dress shoe. Tennis shoes are not acceptable. See below for samples

SHUTTLE DRIVERS

BRING WITH YOU

- / Denim Jeans (No Holes or Frays) conservative colors (Blue, Black, Grey, etc.)
- / Footwear: Bring comfortable close toed, non-slip and waterproof boot or shoe. Tennis shoes are not acceptable.

DENALI CABINS | DEPARTMENT UNIFORMS

Uniforms we provide for you must be returned once employment has ended

TOUR GUIDE BUS DRIVERS

BRING WITH YOU

- / Denim Jeans (No Holes or Frays) conservative colors (Blue, Black, Grey, etc.)
- / Footwear: Bring comfortable close toed, non-slip and waterproof boot or shoe. Tennis shoes are not acceptable.

ALL MANAGERS

BRING WITH YOU

- / Denim Jeans or Khaki Pants(No Holes or Frays) conservative colors (Blue, Black, Grey, Khaki, etc.
- / Footwear: Bring comfortable close toed, hiking shoes, boots or casual dress shoes. Tennis shoes are not acceptable.
- / Shirts Button down, sweaters, polo tops and other similar items. No T-Shirts, no shirts with any brands visible other than your LOB logo.

ANCHORAGE AREA HOTELS

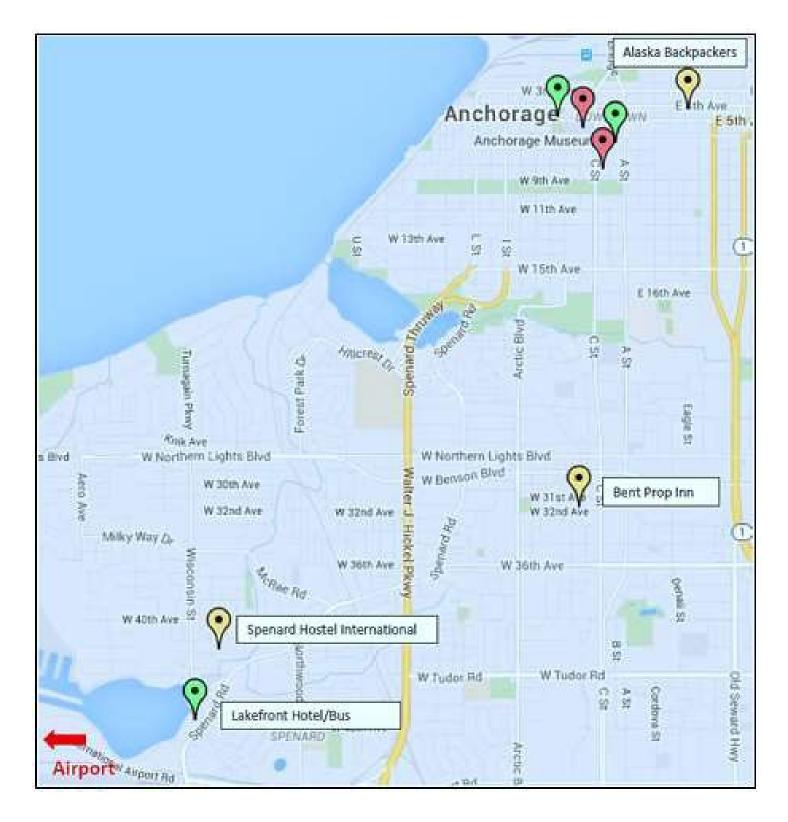
ANCHORAGE HOTELS

DENALI CABINS | LODGING

We will email you an updated list of hotels that will be offering an employee discount once that has been established. The below hotels usually participate.

- / THE LAKEFRONT ANCHORAGE | <u>LAKEFRONT PHONE MAP</u> 907.243.2300 4800 Spenard Road
- / SPENARD HOSTEL INTERNATIONAL | <u>SPENARD INTL PHONE MAP</u> 907.562.0263 2845 w 42ND Avenue
- BENT PROP INN | BENT PROP PHONE MAP907.276.36353104 Fide Street
- / CLARION SUITES | C <u>LARION PHONE MAP</u> 907.222.5005 1110 W 8th Avenue

You can also visit **Booking.com Anchorage Hotels** for additional options



ANCHORAGE LODGING

Red Location of Social Security Office & Wells Fargo

Green Bus Pick Up Location

Yellow Lodging

TRANSP	ORTATIC	N PICK	-UP DET	AILS

TRANSPORTATION DETAILS

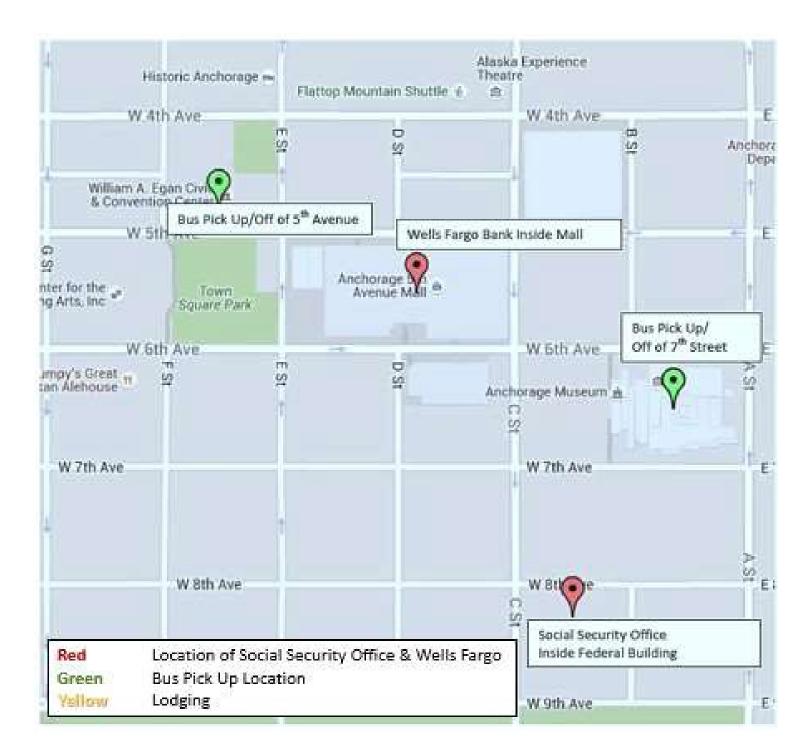
DENALI CABINS | ANCHORAGE TO DENALI

Because of our remote locations, please understand that, logistically and low inventory pre-season, we can not accept any employees to arrive earlier than the specified arrival date on your Hire Agreement Letter. This date will coincide with your transportation pick-up date.

As a cost savings to you, we will transport you to Denali from Anchorage on one of our buses. Unless otherwise instructed, the pick-up date for transportation from Anchorage to the Denali Cabins is Monday, May 15, 2020.

Please make note: if you miss your transportation on our bus, you will be responsible to arrange and pay for your owntransportation.





Downtown Anchorage Map

MOBILE PHONE LINKS

Social Security Office Wells Fargo Bank

222 W 8th Ave Rm A11, Anchorage, AK 99513 320 W 5th Avenue, Anchorage, AK 99501

BUS PICK-UP LOCATIONS

Lakefront Hotel: (May 15 @ 8:00 AM) Egan Center: (May 15 8:30 AM) 4800 Spenard Rd, Anchorage, AK 99517 555 W 5th Ave, Anchorage, AK 99501

Anchorage Museum: (May 15 @ 8:45 AM)

625 C St, Anchorage, AK 99501



/ LAKEFRONT ANCHORAGE | 8:00 AM

LAKEFRONT PHONE MAP 4800 Spenard Road



/ EGAN CENTER | 8:30AM

EGAN CENTER PHONE MAP 555 W 5th Avenue



/ ANCHORAGE MUSEUM | 8:45 AM

ANCHORAGE MUSEUM PHONE MAP

Buses will pick-up from 7th Street (Right side of museum) 625 C Street

Corporate Office Downtown Location



/ ANCHORAGE CORPORATE OFFICE

GOOGLE MAP FOR PHONE

If you are asked to stop by our Corporate office, it is located downtown at 509 W 4th Avenue.

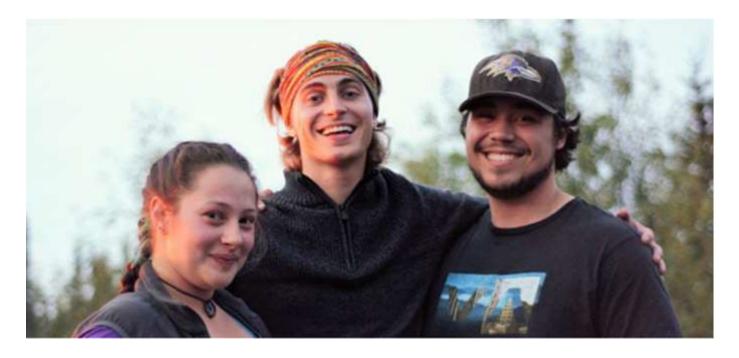
You will enter in where the highlighted yellow square is on the door is which is located under the awning that reads, 'Glaciers', from there please follow up the stairs and give your name to the person up front to let them know you are here to fill out paperwork from Human Resources.

Our main phone number is 907-777-2808.

PROPERTY AMENITIES

PROPERTY AMENITIES & MORE

DENALI CABINS | LOCATION INFORMATION



Denali Cabins runs from Mid-May to Mid-September with approximately 36-40 employees. It is located 8 miles from the Denali National Park Road entrance.

JUST A FEW BENEFITS OF WORKING AT DENALI CABINS

- / Three meals are provided each day in the Employee Dining Room (EDR)
- / Employee of the Month Recognition \$100
- / Free shuttle to the park entrance, local area hotels and shops
- Extended Day Light Hours to enjoy Alaska's midnight sun at the start of season and experience the Aurora Borealis in late season of August and September

	JUNE	JULY	AUGUST	SEPTEMBER	
HOURS OF DAYLIGHT	18 hrs	20 hrs	19 hrs	16 hrs	13 hrs
AVERAGE TEMPERATURES	58 ° F	68°F	70°F	64°F	53°F

/ Monthly Photo Contest Recognition \$50

One winner will be selected from:

- / Denali Backcountry Adventure
- / Denali Backcountry Lodge
- / Denali Cabins

Employees can post up to six photographs of the current, new season in and of everything Alaska.



- / Your community of co-workers will instantly become new friends. People working here are like-minded which makes working here that much more enjoyable.
- / Employee discounts in Gift shop 30% off purchases and 20% off meals in Prey
- / In addition to competitive wages we offer employee perks and discounts on Pursuit's properties in Alaska for day cruises, discounts on lodge room rates, and many other discounts available on activities in the area and in the state.

ACTIVITIES IN THE DENALI CANYON AREA

Below are some things to do in the Canyon area.

- / Dog Mushing Tours
- / Photography
- / Hot Tubs
- / Fishing
- / Hiking
- / Backpacking
- / Mountain Biking
- / Wildlife Tours
- / Overnight stay at our lodges
- / Flightseeing Tours
- / ATV Rides
- / Jet Boat Tours
- / Kayaking



ALASKA COLLECTION BY PURSUIT PROPERTIES AND TOURS

Staff can visit and lodge at our other properties and take tours, provided there is accommodations or seats available on tours at a discounted rate. Once rates are available, we will email you a link and instructions with the rates. Employees will submit all request online. Once the form has been submitted, it will be routed to your manager for approval.



COMMUNITY LIVING

- / Accommodations
- / Staff Lounge
- / Staff Dining
- / Bath and Laundry Facilities

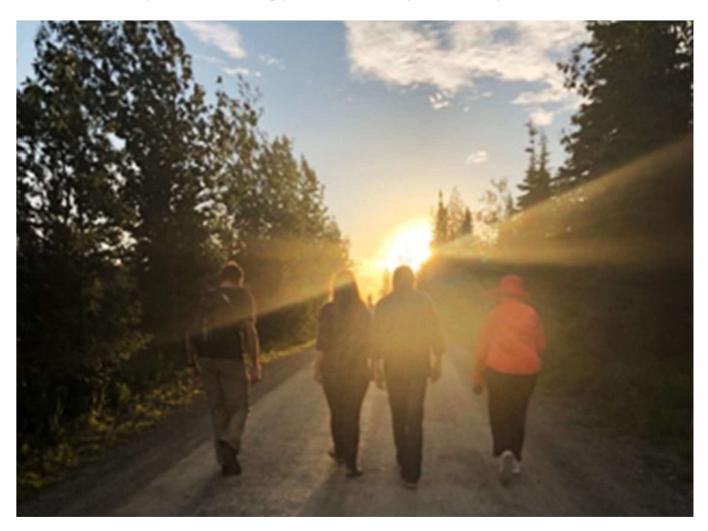
We share the same awe and respect for the wonder of our surroundings that you will undoubtedly feel during your stay in Alaska. When visiting any of our properties or sharing in our experiences, we carry with us a concern for the wildlife and their habitat as well as a high respect for Alaska's rare and fragile ecosystems.

We honor place by picking up trash we see on our property and keep all of our employee areas clean and maintained. This especially pertains to the Employee Dining Room as well as the Employee Lounge.

ACCOMODATIONS

Denali Cabins team members will stay in employee housing on-site. Each housing unit is designed for 2 occupants and assignment of housing is assigned by your Manager from the results of your housing survey. (This will be emailed to you at a later date). All of our housing is powered by a generator/solar battery system. Pillow and Bedding and bath linens are provided. All rooms have wood floors, elevated bed platforms, heaters, and a place to hang clothes. These are dorm style rooms and do not have a microwave, refrigerator or coffee maker in them.

We have set up systems to enable things to go as smoothly as possible, and we welcome constructive suggestions from all of our employees. All staff members are expected to be respectful of others space and privacy. With a little common courtesy, compassion, and flexibility everyone will get along well. Your manager will cover more on communal living standards and expectations during your orientation your first day of work.



STAFF LOUNGE

Our Denali Cabins staff lounge, has couches, books, computer, TV with VCR and DVD. There is a collection of paperback books and videos. Please feel free to add to the collection. A shared staff computer for basic services is available. Satellite internet service available in the employee lounge/dining room. Please note: Downloading illegal materials using company internet/Wi-Fi resources are strictly prohibited. This includes television shows, movies and programs. If an employee is found streaming, the result could result in immediate termination of employment.



Three meals are provided in the Employee Dining Room (EDR). There is a microwave available to re-heat food if necessary. Dietary requests will be respected to the extent that we are able to do so. If you do have any special needs please discuss it with your General Manager or the Director of Human Resources and prepare yourself for it, including bringing an adequate quantity with you for the entire summer. If you have mandatory favorite foods, feel free to bring those. You can label your food and store it in the Employee Dining Room. Meals: Healthy and seasonal rotating menu on a bi-weekly or monthly basis. If you have severe food allergies, or if you are on a strict special diet (vegetarian, vegan or gluten free) you may want to bring some of your own food items.

Due to living in bear country, all food is to be consumed in the dining room areas. We are very diligent about how we store and contain our food. We want to keep our location safe. This means that all food must be eaten inside the dining rooms. You cannot have any food outside or in your room. Please, DO NOT feed ay animals large or small.

BATH FACILITIES

We have separated Men's and Women's bath facilities. The current bath facilities include toilets, and showers. Because toiletries have scents and bears are attracted to smells, we recommend to keeping all toiletries in the staff bathhouse. There are shelves for you to store your toiletries and you will be sharing your shelf with other staff. Most people have a small container or travel carrier for their toiletries, which keeps the shelves nice and tidy.

LAUNDRY FACILITIES

Laundry facilities are available (on a shared basis). You can do your own laundry, but we'll provide the laundry detergent. Please be mindful of the scheduled laundry times, as there are many employees that also need to use the laundry room.



We are happy to provide a place where staff can come together, relax and have fun with other staff. If the lounge is misused, or there is alcohol containers or trash which are left on the premises and the lounge is not respected with regular cleaning after use, the manager may determine to close the space. Please be respectful of others who enjoy using this and everyone pitch in to keep it clean and clutter free.

FUTURE EMAIL CORRESPONDENCE

Please be sure to save this Employee Guide and upcoming emails as a tool you can use to review again later.

Future email correspondence coming your way will cover the topics of:

- / Housing Survey
- / Employee Referral Program
- / Employee Handbook
- / Employee Rates for Alaska Collection
- / On the road to Denali Last minute reminders

