



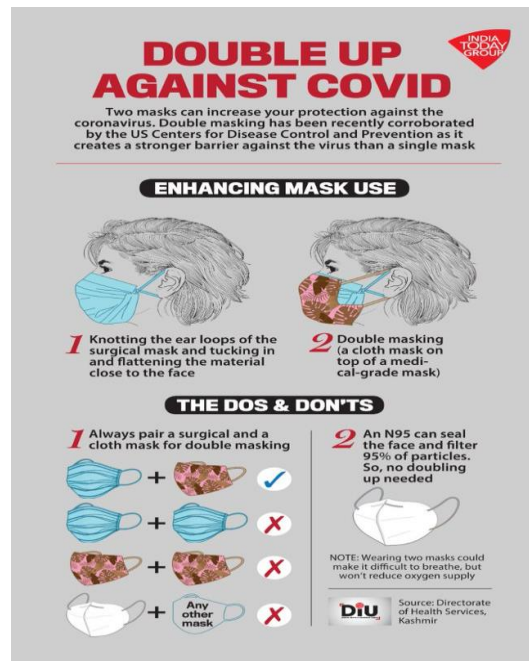
ASIAN LAND STRATEGIES CORPORATION

To : ALL CONCERNED
From : Human Resources and Admin Department
Date : August 24, 2021
Cc : MANCOM/ File
Ref./Rev : HRD-2021-026/Rev-000
Re : Additional Protocols amidst Continuing COVID-19 Delta Surge

Further to continuing surge in COVID-19 cases being observed and forecasted in the coming days, Management will be enforcing more stringent health protocols to supplement what's currently being implemented in ALSC Head and Site Offices here forward until further notice:

1. USE OF FACEMASK and FACESHIELD

- a. Unless one is using KN-95 or KN-94 masks, **double masking** will be required within the ALSC office and site premises at all times. Please see illustration below on how to properly double mask.



- b. Masks must be **put on at all times** while inside air-conditioned and enclosed spaces. Hence, if one will just drink water or any beverage, he/she will have to step out of the office and do so in an open air or al fresco area.
- c. Eating will be allowed only in an open air or the al fresco dining area. Strictly no eating

in groups.

- d. Facemask + face shield must be worn when moving around the office, when talking to someone or when riding the office vehicles and shuttle services.

2. INCREASE VENTILATION

- a. More windows will be opened in addition to the currently opened ones to further improve ventilation in the building. Management will allow adjustment in the aircon operation schedule and thermostat setting to ensure the overall temperature will remain comfortable for the staff.
- b. All office vehicles and shuttle services will have all windows rolled down by at least 3 inches when in use by 2 or more passengers including driver.

- 3. **GOVERNMENT TRANSACTIONS.** Restrictions on all official and personal transactions that will require physical visit or face-to-face meeting in all government and regulatory offices will be extended until August 31, 2021.

- 4. **UNVACCINATED STAFF**, especially those with comorbidities, must opt to work from home (WFH) or take other work schedule arrangements that will limit their self-exposure. Please confer with the department head or HR on how to make WFH feasible until such time one is fully vaccinated.

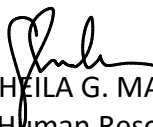
- 5. **DAILY HEALTH MONITORING.** Truthful daily health declaration of employee and immediate family and household members.

- a. Immediate declaration of any Covid-19 like symptoms is required.
- b. If the staff or any family or household member has a symptom, he/she **MUST NOT COME TO WORK.**
- c. If quarantined, to return to work, clearance from our in-house doctor is required. **No confirmed clearance (even if one is already feeling better), no back to work.**

- 6. **GET VACCINATED!!!** We are working hard to have all employees and staff vaccinated. Once a staff is called for his/her slot, please proceed to get inoculated and do not be choosy of the vaccine brands anymore. All vaccines work as attested by medical experts.

Management reserves the right to shorten or extend the coverage of and amend any provisions in this memo at any time without need of prior notice.

For your guidance and strict compliance.



MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:



JAVIER FELIPE E. QUINTOS
Chief Executive Officer