



ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP STAFF
From : Human Resources and Admin Department
Date : May 18, 2021
Cc : MANCOM, RBP, Metrojobs / File
Ref./Rev : HRD-2021-017/Rev-000
Re : Workplace UV Disinfection Protocols

In addition to current regular disinfection procedures against COVID-19, we are pleased to inform you that starting tomorrow, 21 May 2021, we will be performing UV Sterilization of areas in our workplace. Schedule of procedure will be as follows:

TIME	DAY	AREAS COVERED
5:30-6:00 PM	Tuesdays and Fridays	All Ground Floor, Casa Buena and Grand Royale Engineering Site Offices and Building B - Property Administration and Security Office
5:30-6:00 PM	Mondays	All Fourth Floor and Roof Deck Utility Office
5:30-6:00 PM	Wednesdays	All Third Floor
5:30-6:00 PM	Thursdays	All Second Floor

*Schedule is subject to change with prior notice.

GSS personnel will be in-charge of the equipment operation.

The following safety precautions will be observed for the conduct of the UV procedure:

BEFORE

1. Areas for disinfection will be restricted for access from 5:30PM onwards to 7:30 AM the following day.
2. Prior to leaving on the day of scheduled UV procedure, employees must cover all desktop and TV monitors in their work area with cloth or bond paper (see sample picture) to avoid possible damage due to UV exposure.



3. All living plants/animals, if any, must be removed from the area to be treated.
4. All windows and doors must be closed.

DURING

1. DO NOT look at the UV light or expose hands from the UV side AT ANY DISTANCE.
2. A warning sign on main access way door will be posted to notify of ongoing UV procedure.
3. Only assigned and trained GSS personnel will handle UV equipment operation. UV equipment is equipped with timing device and the operator will only turn on the equipment remotely and leave the area being sterilized immediately afterwards. He/she will be wearing appropriate PPE including UV goggles/sunglasses, face shield and gloves.
4. The area will be left isolated overnight restricted to access to anyone.

MORNING AFTER

1. All windows and doors will be opened for ventilation in the treated areas from 6:30-7:00AM the following morning to get rid of remaining smell of ozone.
2. Access to the treated area will be allowed for all staff beginning 7:30AM.

If you have questions or concerns about the foregoing, please coordinate with Jeff Germinigildo of GSS at local 208 or Mon Saspa of HR at local 209.

We thank you in advance for your usual kind cooperation.

Together, we can beat COVID-19!



MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:



JAVIER FELIPE E. QUINTOS
Chief Executive Officer