



ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees, Independent Contractors, Outsourced Workers
From : MANCOM
Date : August 4, 2020
Cc : MANCOM / File
Ref./Rev : HRD-2020-015/Rev-000
Re : MECQ Guidelines – August 4-18, 2020

In line with recent developments and the inclusion of the province of Bulacan among areas reverting to the stricter Modified Enhanced Community Quarantine (MECQ) beginning August 4, 2020 until August 18, 2020, hereunder are guidelines to further help prevent the spread of COVID-19 to be observed in all ALSC offices:

1. Workforce/manpower complement in the office and site locations at any given day to be reduced to 50%.
 - 3rd and 4th Floor of the ALSC Main Building will be closed; workers in these floors will be relocated to the 2nd Floor or placed under Work from Home (WFH) set up.
 - Site operations will also be reduced accordingly
 - To maintain client services, Ground Floor staffing and operations will remain at 100%, but will observe strict health protocols and social distancing measures.
 - Security will continue to provide 100% manpower complement
2. Work from Home Set Up (WFH)
 - Some workers will be placed under WFH. Managers and supervisors will select and approve who will be under WFH and assign workloads accordingly.
 - Priority for WFH will be given to senior citizens (60 years old and above), those who are with Immunodeficiency conditions, pregnant women, those living very far from the office
 - Workers under WFH will need to render 32 hours actual work per week with time and motion monitoring. Any deficiency in hours rendered will be subject for make-up and completion and approval of line managers.
3. Face-to-face selling and sales tripping will be temporarily suspended. Online sales transactions are encouraged.
4. In-house and private construction works will be temporarily suspended, but regular projects maintenance will continue.
5. Online or bank payments, securing online appointment and other virtual transactions are preferred. Walk-in clients will be controlled to the least minimum.
6. Door-to-door shuttle service for employees will continue to be provided.

Apart from the foregoing, all Asianlanders are enjoined to continue observe and practice ALSC standard health protocols and practices.

1. Follow entry and exit health protocols strictly.
2. Wear face mask at all times. Face shield and PPE are mandatory for front line staff.
3. Observe Social Distancing at all times – no converging and gatherings of more than 5 people

4. Frequently wash hand and/or sanitize with alcohol.
5. No communal eating – bring your own baon, no food deliveries, no food sharing and eat at your own desk
6. Prefer virtual transactions i.e. Google meetings, online payments, etc. as much as possible
7. If you are experiencing any flu-like or COVID-19 related symptoms, don't come to work. Report to HR, observe self-quarantine or seek medical attention.
8. Eat healthy, get enough sleep and exercise and take vitamin supplements to improve immune system.
9. On your day off, please refrain from going out unnecessarily. Stay at home and stay safe.

Let us all unite and fight COVID-19! Please stay safe and healthy.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:

JAVIER FELIPE E. QUINTOS
Chief Executive Officer