



ASIAN LAND STRATEGIES CORPORATION


To : ALL ALSC Employees, Independent Contractors, Outsourced Workers
From : MANCOM
Date : February 28, 2022
Cc : MANCOM / File
Ref./Rev : HRD-2022-007/Rev-000
Re : Alert Level 1 Operations Guidelines – March 1, 2022 Onwards

In line with the announcement on the downgrading of the Bulacan's Covid-19 Alert Level classification to Alert Level 1 beginning March 1, 2022, ALSC offices will continue operations under the following guidelines until further notice:

1. Workforce/manpower complement in the office and site locations at any given day may now operate at 100% capacity
 - Will resume the 5-day physical workweek to complete the 40-hr weekly workhours requirement; Work-From-Home (WFH) arrangements will be discontinued
 - Ground Floor front line services can operate at 100%
 - Wearing of PPE by frontline staff and other employees with official business in the G/F service area is no longer required, provided all other health protocols are strictly observed
 - Frontline staff can use the GF public restrooms. Backoffice staff will continue to use backoffice restrooms.
 - Site operations can operate at 100%, with Engineering outsourced workers reporting from Mondays-Fridays
 - Security will continue to provide 100% manpower complement
2. Face-to-face selling is allowed provided will observe strict health protocols. Client must bring and ride their own vehicle during tripping. Unvaccinated sales agents are not allowed to go on physical duty.
3. In-house and private construction works can operate at 100% capacity, provided strict health protocols are observed. Compliance will be strictly monitored by Engineering.
4. Shuttle service will still be provided from Monday to Friday but will no longer be house-to-house pick up. A fixed route with pick-up/meet-up points will be identified.
5. 50% of windows in the main building and site office will remain open for proper ventilation and air flow.

Apart from the foregoing, all previously established and currently practiced health protocols and safety policies **will all remain strictly enforced**. Any violation will be logged and reported.

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