



ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees, Independent Contractors, Outsourced Workers
From : MANCOM
Date : April 27, 2021
Cc : MANCOM / File
Ref./Rev : HRD-2021-012 / Rev-000
Re : MECQ Operations Guidelines – Additional SOPs

Evidence now confirms that SARS-CoV-2 virus, commonly known as COVID-19 can remain airborne for longer times and further distances than originally thought. In addition to close contact with infected people and contaminated surfaces, spread of this virus may also occur via airborne particles in indoor environments, in some circumstances beyond the 6-feet range encouraged by DOH and WHO social distancing recommendations.¹

Given this developing situation, recommendations from medical experts highlights an important approach to lowering the concentrations of indoor air pollutants or contaminants including any viruses that may be in the air is to increase ventilation – the amount of outdoor air coming indoors. Ensuring proper ventilation with outside air, along with the other required minimum health protocols, can help reduce the concentration of airborne contaminants, including viruses like the COVID-19, indoors, and therefore, deter its spread.

The following are additional standard operating procedures we will adapt in our workplace effective immediately in our continued fight against the COVID-19:

In the short-term;

1. To let outside air in and improve circulation, all operable windows will be opened from 7AM-6PM daily. GSS will be in-charge of opening and closing the windows accordingly.
2. Whilst windows are open, when it gets hot and humid, air-conditioning can be turned on, provided its set at 25 degrees or higher. GSS will monitor the temperature conditions inside the work area and recommend suitable air-conditioning temperature and operation schedules.

¹ <https://www.epa.gov/coronavirus/science-and-technical-resources-related-indoor-air-and-coronavirus-covid-19>

3. Electric fans should be placed near open windows and doors to help with ventilation and exhaust of indoor air.
4. G/F Main Entrance door will be open during service hours.
5. Air purifiers will be put in place and must be turned on at all times.
6. Live plants will be put in place for improved air quality as well.
7. Strictly, no eating will be allowed, alone or in groups, in enclosed and air-conditioned spaces. Employees can only eat alone in an open space without air-con and with windows open. Preferably, employees should eat by shifts at the Executive Parking alfresco dining area.
8. Strictly no bringing down of masks at all times during office hours and face shields must be worn when one's talking with someone or is moving around the office.
9. When riding the office fleet service, all car windows must be rolled down about 1-2" at all times, whilst the air-conditioning is on. Preferably, turn off the air-con and roll down windows completely. Facemask and face shield must be worn at all times while inside the vehicle.

Compliance of all of the above guidelines will be strictly enforced and monitored. Violators will be penalized under the Corporate Code of Conduct.

Our Engineering Team has been tasked to do a feasibility on the installation of air flow enhancement mechanisms and systems within our building to permanently improve ventilation in the long term.

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