



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ALSC EMPLOYEES**
From : Human Resources and Admin Department
Date : March 11, 2020
Cc : MANCOM/ File
Ref./Rev : HRD-2020-009/Rev-000
Re : **COVID 19 UPDATES**


Following the declaration of CODE RED Sub-Level 1 status by the Department of Health and growing number of cases of COVID-19 in the Philippines, the company is reiterating its call for employees to take necessary precautionary measures to prevent the spread of this disease in the workplace and at the home.

Please be advised as follows:

1. Additional measures to promote and ensure personal hygiene will be implemented:
 - Guard-on-Duty will spray alcohol on the hands of all who are entering ALSC premises.
 - Tissue and alcohol (for covering the mouth, wiping clean of surface areas) will be offered and made available in all counters and meeting rooms.
2. Masks will be distributed, with priority, to all frontline employees, including drivers and those who go on field.
3. Supply of Vitamin C for employees will be made available beginning Friday, March 13, 2020, initially for a period of 1 month, or until deemed necessary to help boost employees' immunity.
4. As reported in the news, prepare for the imminent scenario of further escalation and lockdowns, but PLEASE DO NOT PANIC.
 - Stock ample supply of food and water, vitamins and medicine.
 - Do not panic buy. Buy only what you need.
 - Avoid going to crowded areas.
 - Keep updated with the latest news from the proper official authorities only.

In connection with this, we shall be releasing the salary for this pay period tomorrow, March 12, 2020, to help in your preparation.

Let's all be responsible and pro-active in our fight against COVID-19!


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:

JAVIER FELIPE E. QUINTOS
Chief Executive Officer