



## ASIAN LAND STRATEGIES CORPORATION

To : **ALL ALSC EMPLOYEES**  
From : Human Resources and Admin Department  
Date : March 4, 2020  
Cc : MANCOM/ File  
Ref./Rev : HRD-2020-006/Rev-000  
Re : **GUIDELINES TO PREVENT THE SPREAD OF COVID-19 IN THE WORKPLACE**

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As the company reiterates its call for employees to take necessary precautionary measures to prevent the spread of the coronavirus disease-2019 or COVID-19 in the workplace, please be advised of the following guidelines on personal hygiene, travel, sickness and use of leave credits during this time vigilance.

1. Personal hygiene and cleanliness must be observed strictly at all times within the office premises.
  - Upon entry to ALSC premises and before any transaction, please disinfect with alcohol provided in the Reception Counter.
  - Wearing of protective mask is highly advised, especially to those who are in the frontline counters.
  - Wash hands frequently for 30 seconds with soap and water. Do not touch your face with unwashed hands.
  - If not wearing mask, cover your mouth with your sleeve when coughing or sneezing.
  - Observe "Social Distancing" – limit handshakes, "beso-beso" and hugging when greeting each other
2. Employees, regardless of status, independent contractors and outsourced workers, who will experience moderate to severe COVID-19 like symptoms i.e. sore throat and colds, fever and coughing or have been exposed to persons infected with the virus are directed to immediately inform their supervisor or Human Resources; voluntarily seek immediate medical attention and/or go on sick leave, upon the advice and certification of a licensed physician.

For employees, such leave, with a maximum of 5 working days, will be considered "special leave" and will not be charged against earned leave credits. Any leave in excess of 5 days will be charged to sick leave credits.

To report back to work, a medical certificate and fit to work clearance should be submitted to Human Resources, issued by a licensed physician.

3. Employees, regardless of status, independent contractors and outsourced workers, are advised to cancel or postpone travel plans to COVID-19 affected countries until further advice. In case they still opt to pursue such plans, they have to submit themselves to "self-quarantine" in their homes or any appropriate health facility for 14 calendar days upon arrival in the Philippines. They shall not report back to work unless the self-quarantine period has elapsed and they have not exhibited any COVID-19 like symptoms.

For employees, such leave will be charged against earned leave credits.

To report back to work, a medical certificate should be submitted to Human Resources, issued by a licensed physician, that the prescribed 14-day quarantine has been undertaken, or, if suspected/diagnosed with COVID-19, is issued with a clearance as being fit to go back to work.

4. Employees who will be found malingering or feigning sickness, to take advantage of the "special leave" as described in this memo will be subject to disciplinary action with maximum penalty i.e. termination of employment, under the company's Corporate Code of Conduct.

These guidelines will be applicable for the duration of the Public Health Emergency of International Concern declaration of the WHO with regard to the COVID-19 and until such medical condition has been lifted by the proper health authorities.

For your guidance and strict compliance.



**MA. SHEILA G. MANALO**  
Chief Human Resources Officer

Noted by:



**JAVIER FELIPE E. QUINTOS**  
Chief Executive Officer