



ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees, Independent Contractors, Outsourced Workers
From : MANCOM
Date : April 9, 2021
Cc : MANCOM / File
Ref./Rev : HRD-2021-0___/Rev-000
Re : MECQ Operations Guidelines – April 12, 2021 Onwards

In line with recent developments and the downgrade of the Bulacan's quarantine classification to Modified Enhanced Community Quarantine (MECQ) beginning August 12, 2021, ALSC offices will resume operations under the following guidelines:

1. Workforce/manpower complement in the office and site locations at any given day to be reduced to 50%.
 - All divisions, departments and sections to implement 50% reduction of manpower complement on a daily basis. However, to maintain client services, only Ground Floor staffing and operations will remain at 100%, but will observe strict health protocols and social distancing measures.
 - Site operations will also be reduced accordingly
 - Security will continue to provide 100% manpower complement
2. Work from Home Set Up (WFH)
 - The current hybrid work hours rendering set-up (32 hours physical reporting and 8 hours WFH) shall be strictly enforced.
 - Employees with co-morbidities, pregnant or are 60 years old and above are encouraged and will be given priority to 100% WFH status.
3. Face-to-face selling is allowed provided will observe minimum health protocols. Client must bring and ride their own vehicle during trippings. Online sales transactions are encouraged and preferred.
4. In-house and private construction works will resume at 50% capacity. Compliance will be strictly monitored by Engineering.
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 and face shield at all times inside the office premises. Wearing of PPE is also 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. If you are sharing a room with co-employees, you are not allowed to eat together in the same room during lunch. Instead, open air dining area will be set up at the Executive Parking Area for use and shifting lunch schedules will be implemented.
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.

Compliance of all of the above guidelines will be strictly enforced and monitored. Violators will be penalized.

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



MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:



JAMIER FELIPE E. QUINTOS
Chief Executive Officer