



ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP EMPLOYEES & sales personnel
From : Human Resources and Admin Department
Date : February 2, 2021
Cc : MANCOM/ File
Ref./Rev : HRD-2021-004/Rev-000
Re : ANTIGEN SALIVA COVID RAPID TEST

Please be informed that all employees, sales personnel and RBP guards who will attend our Annual Corporate Kick-off are required to undergo the Antigen Saliva Covid Rapid Test to be administered by medical practitioners.

All employees are required to be present on this one day schedule. Please make necessary adjustment on your work from home and out of based schedules.

DATE & VENUE:

Employees & selected RBP Guards – February 8 (Monday) @ 4th flr ALCC.

**Sales & Marketing – 8:00am, February 10 (Wednesday) @ The Clubhouse,
Dream Crest Homes Private Residences**

GUIDELINES & PROCEDURE:

Prior to collecting the saliva sample the patient needs to rinse their mouth, then refrain from eating, drinking, smoking, or chewing gum for 30 minutes.

The person then gently spits into the tube enough saliva to reach the clearly marked 2mL fill line. Saliva must be free of bubbles, impurities, or sputum.

Employees must provide their Barangay Rural Health Unit phone numbers. If test results will be positive,

the employee will be sent home and will be coordinated to their respective Rural Health Unit (RHU).

BY BATCH SCHEDULING:

9:00am – 10:00am – Company Drivers & HR staff

10:00am – 11:00 am – Ground Floor (Back Office)

11:00am – 12:00nn – Ground Floor Frontliners & Utilities

1:00pm – 2:00pm – 2nd floor offices

2:00pm – 3:00pm – 3rd floor offices

4:00pm – 5:00pm – Project Management, Property Admin & site workers (selected RBP guards)

Reminders : Please wear your facemask, face shields, observe social distancing and bring your own ballpens.

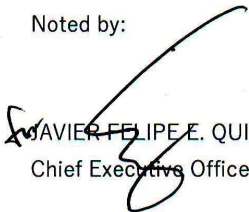
Please be guided accordingly.



MA. SHEILA G. MANALO

Chief Human Resources Officer

Noted by:



XAVIER FELIPE E. QUINTOS

Chief Executive Officer