



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**
From : Human Resources and Admin Department
Date : July 21, 2020
Cc : MANCOM / File
Ref./Rev : HRD-2020-013/Rev-000
Re : **USE OF FACE MASKS IN THE OFFICE**

In our continuous fight against the COVID-19, the Company will be distributing customized washable/reusable cloth face masks for protective use of all Asian Landers. Each worker will be given 2 ALSC washable/reusable cloth masks (1 blue; 1 black) for free. Apart for surgical face masks, these will be the preferred face mask to be worn by all back-office workers.

Front line workers, however, must continue using surgical face masks to be provided by the company at all times while on duty.


Please take note of the following reminders when putting on and wearing your masks:

1. Surgical Face Mask – Place the mask on your face with the blue side facing out and the stiff, bendable edge at the top by your nose. Make sure it covers your nose and mouth so that the bottom edge is under your chin. Avoid touching the surface of the mask at any time. These masks can only be worn once. Dispose the surgical masks properly at the designated trash bin. It's important to wash your hands before putting on a mask and after removing it.

2. Washable/Reusable Cloth Face Masks - Mask should cover the mouth and nose, be secured under the chin and fit snugly on all sides. It's important to wash your hands before putting on a mask and after removing it. Masks should be washed after each use.

Additional order for ALSC washable/reusable cloth face masks can be placed with HR-Compensation & Benefits at P60.00 each, on worker's personal account.

Please be guided accordingly.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:


JAVIER FELIPE E. QUINTOS
Chief Executive Officer