



ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees
From : Human Resources and Admin Department
Date : March 16, 2020
Cc : MANCOM/ File
Ref./Rev : HRD-2020-0315/Rev-000
Re : Work Schedule from March 16-April 14, 2020 Relative to COVID-19

In the light of the growing concerns on COVID-19 and in adherence to the health measures and community quarantine guidelines issued by the Philippine Government, Asian Land Strategies Corporation Head and Site Offices will operate on the following schedule beginning March 16, 2020 until April 14, 2020

March 16-March 29, 2020	- CLOSED
March 30 to April 8, 2020	- OPEN on Mondays-Fridays from 8-5 PM Skeletal Staffing
April 9 to 14, 2020	- CLOSED
April 15, 2020	- Resume Regular Operations

(Depending on the situation/directives from proper authorities)

Please note further:

1. There will be no work beginning Monday, March 16, 2020, up to March 29, 2020. Employees who need to go to the office to finish work related matters will have to do it on Tuesday, March 17, 2020.
However, they must not take public transport and are advised to take personal vehicle, carpool with each other, provided with proper social distancing measures in place, when going to the office. The company will also provide transportation service, door-to-door pick up, if needs be, to ensure the least exposure of the employees to the risk COVID-19. GSS will coordinate a viable route schedule.
2. Skeletal staffing will be implemented on March 30- April 8, 2020. HR will work with each Department to ensure an equitable work schedule distribution among all employees during this time.
Guidelines on proper hygiene and etiquette and social distancing must be observed at all times during this period.
3. As in #1, all skeletal staff working on a particular day MUST NOT take public transport going to the office. Employees are advised to take personal vehicle, carpool with each other, provided with proper social distancing measures in place, when going to the office. The company will also provide transportation service, door-to-door pick up, if needs be, to ensure the least exposure of the employees to the risk COVID-19. GSS will coordinate a viable route schedule.
4. During the time that there is no work, or when not assigned on skeletal staff work, including during the Holy Week break, an employee has to stay home and observe personal quarantine, together with his/her family. An employee found using this quarantine period "vacationing" i.e. going out of town, frequenting the malls, or galivanting, will be subject to disciplinary action with the full extent of sanctions, up to termination of employment.

5. There will be no hazard pay but salaries will be paid during this entire period as per usual schedule on March 31 and April 15, 2020, respectively.
6. Outsourced staffing, i.e. security guards and site laborers will continue to follow usual schedule of work, for as long as strict social distancing guidelines are observed. RBP Security, Metrojobs, Project Management and Property Admin will ensure outsourced personnel are well protected while working during this time.
7. General cleaning and disinfection of the offices will be scheduled during the time that there is no work care of GSS.
8. In the event that an employee or his/her family members acquire the virus, they need to seek immediate medical attention and inform Human Resources right away. Following are vital contact numbers to take note of:

Sacred Heart Hospital- (044) 7917135

Santisima Trinidad Hospital- (044) 7917331

Malolos San Vicente Hospital- (044) 7915760

Bulacan Medical Center (provincial)- (044) 7910630

Department of Health Central Luzon - (45) 8613426

Red Cross Malolos Chapter – 0942 2919980, 0908 1708894

Non-disclosure of medical condition related to COVID-19 will be subject to disciplinary action. Medical certificate and clearance from proper authorities saying the employee is negative from or has recovered from COVID-19 is needed for employee to be allowed to report back to work.

For your guidance and strict compliance. The welfare of our staff, their families, our valued clients, and the general public is our foremost concern.

Stay healthy and safe everyone!

JAVIER FELIPE E. QUINTOS
Chief Executive Officer