



## ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**  
From : Human Resources and Admin Department  
Date : November 3, 2021  
Cc : MANCOM/ RBP/ File  
Ref./Rev : HRD-2021-032/Rev-000  
Re : **FOOD DELIVERY PROTOCOLS**

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Following the downgrade of the provincial Covid-19 Alert Level to Level 2, Management is pleased to announce that starting tomorrow, November 4, 2021, outside food deliveries for employees and staff's consumption will once more be allowed provided that:

1. All deliveries will be received only at the GF Executive Parking Entrance. Delivery rider will only be allowed outside the parking gate.
2. All food deliveries will be subjected to UV disinfection process using the UV boxes provided by the company before it can be brought in the office premises.
3. Other food handling protocols i.e. no food sharing, no buffet meals, no group dining will still be strictly enforced. Meals and snacks will still need to be taken at the Al Fresco Dining area located at the Executive Parking area.

Accordingly, we will still continue the UV box disinfection of all documents & merchandise from sellers coming to the office. No exceptions permitted.

The guard will be in-charge of the equipment operation.

Apart from the foregoing, all other health protocols and policies will remain strictly enforced.

We thank you in advance for your usual kind cooperation. Remain vigilant and stay safe and healthy!

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

NOTED BY:

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