



# ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees  
From : MANCOM  
Date : February 16, 2022  
Cc : MANCOM / File  
Ref./Rev : HRD-2022-00\_\_\_/Rev-000  
Re : Amendment to Interim Guidelines for Covid-19  
(HRD-2020-0318 / HRD-2021-023, et. al.)

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In line with the de-escalation of Bulacan's Covid-19 Alert Level to Level 2 and expected continued improvement of the country's pandemic situation, Management is amending the following guidelines and Covid-19 protocols:

1. The "Special Leave" allocation of 5 days is hereby rescinded effective immediately. Any Covid-related excused leave of absence will, moving forward, be treated as follows:
  - a. If employee is symptomatic, infected or a confirmed Covid-19 case, will use available Sick Leave credits. If Sick Leave credits are exhausted, can apply to use available Vacation Leave credits. If no leave credits are available, can consider to render make-up hours for absences incurred subject to Management approval.
  - b. If employee is asymptomatic but identified as close contacts of a suspect and a probable Covid-19 case and will require quarantine work from home (WFH) arrangement can be made subject to existing policies on WFH and Management approval. Otherwise, absences will be charged to existing Sick Leave credits. If Sick Leave credits are exhausted, can apply to use available Vacation Leave credits.
  - c. If employee is scheduled for Covid-19 vaccination or has to accompany his/her minor child for Covid-19 vaccination, employee can apply to utilize the Covid-19 Vaccination Time Allowance (See *HRD-2021-016: Covid-19 Vaccination Time Allowance*). Any subsequent absences beyond the time allowance will be charged to Sick Leave or Vacation Leave depending on the reason.
2. Employees returning to work should submit to HR their application for leave, and applicable documents such as:
  - a. Certificate issued by government or private physician, or clearance from the company's in-house physician that the employee has submitted himself or herself for monitoring;
  - b. Certificate of completion of quarantine issued by the local quarantine or health official
  - c. Medical certificate clearing the employee to report back to work and medical records showing COVID-19 treatment;
  - d. Copy of RT-PCR result for those infected or identified as close contacts of a suspect, probable, and/or confirmed cases of COVID-19
3. The strict protocol on family and household members' health monitoring and reporting is hereby eased. However, employee is still not allowed to report to work if he/she is symptomatic and is feeling sick or is identified as a Covid-19 close contact or probable case; provision #1-a and #1-b above will, therefore, apply.

Apart from the foregoing, all other policies and protocols pertaining to Covid-19 prevention and safety in the workplace remain in full force and effect.

Please stay safe and healthy.

  
MA. SHEILA G. MANALO  
Chief Human Resources Officer

Noted by:

  
JAVIER FELIPE E. QUINTOS  
Chief Executive Officer