



ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees, Independent Contractors, Outsourced Workers
From : MANCOM
Date : March 16, 2022
Cc : MANCOM / File
Ref./Rev : HRD-2022-009/Rev-000
Re : Amendment to Alert Level 1 Operations Guidelines – March 21, 2022 Onwards

In line with the continuous improvement of the COVID-19 situation in the province of Bulacan, Management will be amending some of the currently implemented health protocols beginning **March 21, 2022**, to wit:

1. At-any-given-time client capacity in our GF Service area will be increased, however still observing safe distancing. Engineering will provide the new GF layout and GSS will assist in the implementation.
2. Main stairwell access to the GF will be open for all staff during business hours. However, clients and other external guests can only be accommodated still at the GF service and common areas, as much as possible.
3. GF plastic barriers between frontline and back-office can now be removed.
4. Frontline staff can now be allowed access to the back office during business hours.
5. GF back-office staff can now be allowed to use GF rest rooms.

The requirement to accomplish a daily health checklist for employees and guests has earlier been discontinued.

Apart from the foregoing, all previously established and currently practiced health protocols and safety policies **will all remain strictly enforced**. Any violation will be logged and reported.

Let us all unite and fight COVID-19! Please stay safe and healthy.

MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:

JAVIER FELIPE E. QUINTOS
Chief Executive Officer