



## ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP STAFF  
From : Human Resources and Admin Department  
Date : August 2, 2021  
Cc : MANCOM, RBP, Metrojobs / File  
Ref./Rev : HRD-2021-0\_\_\_/Rev-000  
Re : Intensified Health Protocols amidst GCQ with Heightened Restrictions

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In view of the current “GCQ with Heightened Restrictions” classification of the province of Bulacan, and the high alert for the new Delta variant of the CoVid-19 disease, we shall be intensifying our current standard health protocols to ensure the safest operations in our Head and Site Offices during this time.

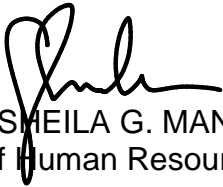
1. No change in our current manpower schedule – 24-32 hours of physical reporting and 8-16 hours of Work From Home/OB, as permissible.
2. Follow entry and exit health protocols strictly. A new Health Checklist Form will be used. Strictly no Health Checklist Form, no entry.
3. No facemask and faceshield, no entry. Wear face mask and face shield **at all times** inside the office premises. If you are to be visiting other sections/departments, you must wear your face shield. Wearing of complete PPE is also mandatory for front line staff.
4. Observe Social Distancing at all times – no meeting, converging and gatherings of more than 5 people at any given time.
5. Frequently wash hand and/or sanitize with alcohol.
6. No communal eating – bring your own baon, no food deliveries, no food sharing. If you are sharing a room with co-employees, you are not allowed to eat together in the same room during lunch. Preferably, you should eat in the al fresco dining area set up in the Executive Parking area.
7. Prefer virtual transactions i.e. Google meetings, online payments, etc. as much as possible
8. Face-to-face selling is allowed provided will observe minimum health protocols. Client must bring and ride their own vehicle during trippings. Online sales transactions are encouraged and preferred.
9. In-house and private construction works will continue provided all workers are compliant with standard health protocols prescribed by regulating authorities and the company.
10. Online or bank payments, securing online appointment and other virtual transactions are preferred. Walk-in clients will be controlled to the least minimum.
11. Door-to-door shuttle service for employees will continue to be provided. All riders must don their face mask and face shield while inside the shuttle. Windows will be rolled down about an inch for outside air ventilation.
12. If you are experiencing any flu-like or COVID-19 related symptoms, don't come to work. Report to HR, observe self-quarantine or seek medical attention.

13. Vaccination is the primary solution. Get yourself registered and vaccinated as soon as possible.

If you have questions or concerns about the foregoing, please coordinate with anyone from the HR Team.

We thank you in advance for your usual kind cooperation.

Together, we can beat COVID-19!



MA. SHEILA G. MANALO  
Chief Human Resources Officer

Noted by:



JAVIER FELIPE E. QUINTOS  
Chief Executive Officer