



## ASIAN LAND STRATEGIES CORPORATION

To : ALL ALSC Employees, Independent Contractors, Outsourced Workers  
From : MANCOM  
Date : January 5, 2022  
Cc : MANCOM / File  
Ref./Rev : HRD-2022-001/Rev-000  
Re : Alert Level 3 Operations Guidelines – January 5, 2022 Onwards

In line with the announcement on the escalation of the Bulacan's quarantine classification to Alert Level 3 beginning January 5, 2022, ALSC offices will continue operations under the following guidelines:

1. Will continue to observe the 4-day physical reporting and 1-day Work From Home setup (WFH) across all Divisions, Departments and Sections.
  - However, to maintain client services, only Ground Floor staffing and operations will remain at 100%, but will observe strict health protocols and social distancing measures.
  - Site operations will also be reduced accordingly
  - Security will continue to provide 100% manpower complement
2. Unvaccinated workers are encouraged to complete their vaccination and must work from home until fully vaccinated.
3. Those who are symptomatic or with sick family members must not come to work and inform HR or your line managers immediately. Truthful daily health declaration of employee and immediate family and household members is mandatory.
4. Face-to-face selling is allowed provided will observe strict health protocols. Client must bring and ride their own vehicle during tripping. Unvaccinated sales agents are not allowed to go on physical duty. Online sales transactions are instead encouraged and preferred.
5. In-house and private construction works will operate under prevailing conditions issued by the LGU. Compliance will be strictly monitored by Engineering.
6. All official and personal transactions that will require physical visit or face-to-face meeting in all government and regulatory offices must be limited to, as much as possible, once a week. These include transactions with the RD, LRA, DHSUD, BIR, LGU offices, SSS, HMDF, Philhealth and other government agencies and offices.
7. Online or bank payments, securing online appointment and other virtual transactions are preferred. Walk-in clients will be reduced and controlled to the least minimum.
8. All internal face-to-face meetings of 5 or more people is discouraged. Meantime, use online meeting platforms like Google Meet or Zoom.
9. **Eat alone** in a well-ventilated area, preferably in the Al Fresco dining area set up at the Executive Parking; **no food sharing, no eating in groups, no talking while eating** will be allowed. It is encouraged that you bring your own baon and avoid outside deliveries.
10. The Ground Floor and its main stairwell access is a restricted area from 9-4pm for non-Frontliners.
11. Door-to-door shuttle service for employees will continue to be provided.
12. Always wear your face mask, sanitize your hands and observe physical distancing.

Apart from the foregoing, all previously established health protocols and safety policies will 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