



A. SORIANO CORPORATION

MEMORANDUM

To : All Employees and other Personnel
From : HR/Corporate Services Department
Date : March 13, 2020

With the health and safety of all employees and other personnel assigned to the Company as our paramount consideration and in view of the Government's Declaration of State of Public Health Emergency due to the risk posed by COVID-19, all employees and other personnel are enjoined to follow strictly the following:

1. Employees who have cough, colds, or fever should not report to work and should advise HR for smooth transition or continuity of work. Per Department of Health guidance, if you develop symptoms normally associated with COVID-19 like fever, cough and difficulty breathing and you have history of travel abroad or you have been exposed to a person who tested positive for COVID-19, please contact your usual hospital for possible COVID-19 testing, otherwise practice self-monitoring and self-quarantine.
2. Upon entering our office premises, our Security Guard at reception area will take your temperature. Employees with temperature reading of 37.5 C (low-grade fever) or higher will be requested to go home for proper rest. Please coordinate with HR should this be the case.
3. An alcohol dispenser is provided at the reception area and everyone should sanitize their hands before entering your respective work areas.
4. All employees will be provided with alcohol or hand sanitizers for their use while in office premises. Please use this as often as you can.
5. HR is preparing a Work From Home Plan with a skeletal workforce for the period March 16, 2020 to April 14, 2020. Once this is finalized and released, everyone should comply. The Work From Home Plan will be evaluated from time to time as may be warranted and changes will be communicated to all employees accordingly.
6. In accordance with Resolution No.11, dated March 12, 2020 of the Inter-Agency Task Force for the Management of Emerging Infectious Disease, employees reporting for work should observe strict social distancing. Examples of social distancing are as follows:
 - Observe one meter (3 feet) distance when talking to a colleague;
 - As far as practicable, consider discussing work by phone or by email instead of face to face;
 - Have your lunch in your respective work areas;

- When taking public transportation observe social distancing based on guidelines that may be issued by the Department of Transportation; etc.
7. All employees should observe good hygiene practices including:
- Frequent handwashing with soap for at least 20 seconds;
 - Avoid touching your face especially eyes, mouth and nose;
 - Sanitize your hands when handling work documents or materials from others;
 - Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands;
 - Disinfect with alcohol surfaces in your work areas that you frequently touch, etc.
8. Employees should refrain from forwarding unverified information regarding COVID-19 and instead are encouraged to rely on information from the website of the Department of Health (<https://www.doh.gov.ph/>) or <https://www.facebook.com/OfficialDOHgov/> or World Health Organization <https://www.who.int/philippines>.
9. Additional protocols for Security Guard at Reception Lobby:
- To the extent applicable, apply these rules to guests or visitors of the Company;
 - Sanitize the reception area as often as necessary;
 - Sanitize your hands with alcohol every time you handle documents/deliveries from outside messengers.
10. Additional protocols for Janitorial and other Cleantec personnel:
- Disinfect elevator buttons at 7th floor, round the clock;
 - Disinfect CR counters, door knobs, hand grills, and other frequently touched common areas every hour;
 - Disinfect all other common areas, executive offices, comfort rooms, table surfaces, telephones, Xerox machine, etc. at least 3 times a day.
 - Disinfect work areas of employees at night, before start of work in the morning, and at least once during office hours in coordination with the employee.

For our strict compliance in order to maintain a safe workplace for everyone.