

**TO : ALL CONCERNED**  
**SUBJECT : SAFETY PROTOCOLS**  
**REFERENCE : ADM-000-23-03-002**  
**DATE : March 6, 2023**  
**CC :FILE, DCO, MIS, AIS, KMI, OP, FIN, SVC, MKTG.,  
SALES, HRD, T&P, CAVITE, SVC CNTRS.**

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Please be informed that starting this March 2023, no more subsidies of face masks and the wearing of it in workplaces will now be voluntary except for the technicians. However, we still encouraged everyone not to be complacent. Let's still practice good hygiene, observance of physical distancing and proper respiratory etiquette by using tissue to cover your sneezes and coughs, sneeze or cough into your sleeve if you do not have tissue and frequent hand-washing. When needed, wear a mask to protect yourself and those around you by preventing the spread of virus.

In line with this, the safety protocols that will be retained are the following:

1. Alcohol Supply – refilling area @ lobby.
2. Schedule of Break Time
  - **AM 15mins. Break**
    - 9:40am to 9:55am - 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> floors
    - 10:00am to 10:15am - 3<sup>rd</sup> floor
  - **LUNCH Break**
    - 12:00pm to 1:00pm - All the Departments
  - **PM 15mins. Break**
    - 2:40pm to 2:55pm - 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> floors
    - 3:00pm to 3:15pm - 3<sup>rd</sup> floor
3. Taking lunch out of the office is allowed but you need to punch in/out.
4. OSH representative of each department must report to OSH GC if someone in their department feels unwell.

**NOTE: Only those employees found to have minor symptoms must be advised to have his/her meal on his/her area and discouraged to roam.**

5. Elevator must be in full capacity (maximum of 11 persons) but discouraged also to talk inside.
  - o Going one (1) or two (2) floors up/down will take stairs.
  - o Closed every Saturday, Sundays & Holidays.
6. Designated smoking area will still in the pantry veranda only and must be observed AM and PM 15mins break time.
7. Receiving of payments in the showroom.
8. Walk in customers.
  - o Temperature monitoring and log recording by security personnel upon entry.
  - o Allowed at the lounge area within the sitting capacity.
9. Crates for every department will be retained but no particular person will be in charged.
10. Technicians' early out will still be retained.
11. PS face to face meeting will still directly to the meeting room area and they are not allowed to roam.
12. Air conditioner Units setting must be @ 23°C.

For strict compliance.

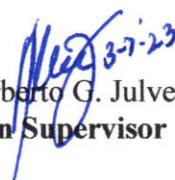
Thank You.

Prepared by:

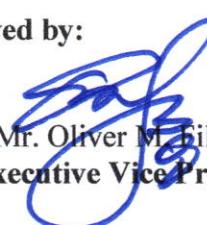
  
MAR 6 2023

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