



MEMORANDUM

To	: RCBC Plaza Tenants	Date	: 30 April 2020
From	: Property Management Office	Ref. No.	: PMO-TRM-2020-17
Subject	: RCBC Plaza Post-ECQ		

Dear Tenants,

As we await the lifting of the Enhanced Community Quarantine, and prepare for the resumption of work in our respective offices, we wish to inform you of the following safety measures set in place within the building that will carry on or be implemented post-ECQ:

BUILDING ENTRY

- No Facemask, No Entry; facemasks required to be worn at all times within the building premises
- Temperature checks of individuals passing through building entry points
- Pedestrian access into the building limited to Dela Costa and Drop-off Tower I Main entrances
- Food deliveries designated pickup point at the drop-off
- Mail and parcel deliveries designated pickup by tenant at Tower lobbies

SOCIAL DISTANCING

- Passenger limit of five per elevator
- Floor markings for observance of social distancing in queue areas

CPR, YIAS, Chapel

- Gatherings, events, and bookings in these areas suspended pursuant to government guidelines

SANITATION

- Shoe soak at building pedestrian entrances
- Frequent disinfection of high touch surfaces throughout the building common areas
- Dedicated housekeeping teams per lift zone for constant elevator sanitation
- Regular in-house decontamination of general common areas

We are engaging the service of a third party contractor to perform general decontamination of all building common areas (e.g. lobbies, hallways, service vestibules, toilets, etc.) prior to May 15. All tenants are urged to do the same for their leased premises prior to their employees' return to work.

Our Property Management team is working on the building re-entry plans that will serve as our guide for new policies and procedures post ECQ. This will be sent out to all tenants by next week. Kindly let us know of your return to work plans, your expected date of return, continued flexible work arrangements, or any specific concerns, queries and/or suggestions that we may consider in our plans, by sending us an email at helpdesk@rcbcplaza.com.ph.

Thank you and we look forward to hearing from you soon. Keep safe!