



# LOGISTICS HOLDINGS CORP.

16 March 2020

**Philippine Stock Exchange, Inc.**

6<sup>th</sup> Floor, PSE Tower, 28<sup>th</sup> Street corner 5<sup>th</sup> Avenue  
Bonifacio Global City, Taguig City

Attention: **Ms. Janet A. Encarnacion**  
Head, Disclosure Department

**Securities and Exchange Commission**

G/F Secretariat Building, PICC Complex,  
Roxas Boulevard, Pasay City

Attention: **Hon. Vicente Graciano P. Felizmenio, Jr.**  
Director, Markets & Securities Regulation Department

Dear Mesdames and Gentlemen,

In compliance with the Notice of the Securities and Exchange Commission dated 12 March 2020, we report the risks and impacts of COVID-19 and the measures undertaken by our Company to mitigate these risks.

Please see attached report.

Thank you.

**FRANCIS M. MONTOJO**

Treasurer, Chief Finance Officer and Compliance Officer

## **MEASURES UNDERTAKEN TO MITIGATE THE RISKS OF COVID-19**

With reports on the increase in the number of persons infected by COVID-19, and the subsequent implementation of community quarantine and curfew, there has been a slowdown in our business particularly in our malls and office centers. The growing threat of infection posed health concerns, disruption of work, and business operations concerns.

To counter the adverse effects of the COVID-19, please be informed that the Company has activated its Business Continuity Plan (BCP) focusing on protecting the business and its continuity, and the Company's support to public health and safety.

The following are the measures established to mitigate risks relating to COVID-19, categorized into three aspects: (A) Employee Health and Safety, (B) Business Continuity, and (C) Public Health and Safety. Details are as follows:

### **A. Employee Health and Safety**

- 1) Use of virtual collaboration tools such as video and phone conferencing/calls to limit face-to-face meetings.
- 2) Use of Employee Monitoring / Self-Declaration Reports for:
  - Any signs of health deterioration
  - Direct / Indirect exposures to suspected or confirmed COVID-19 patients
  - Employee locations, recent travels, and their upcoming travel plans, if any
- 3) Immediate Self-Quarantine Advice upon knowledge of any health deterioration or direct/indirect exposure to a suspected/confirmed COVID-19 patient.
- 4) Constant reminders and updates on government guidelines about the community quarantine, imposed curfew, social distancing and personal hygiene measures.
- 5) More frequent office sanitation and use of disinfectants such as alcohol and sanitizers.
- 6) Limit the entry of visitors into the office, and delivered items are confined to a specific receiving area.

### **B. Business Continuity**

- 1) Identified four (4) office areas that employees from different business units can utilize as offsite work areas.
- 2) Set-up Skeletal Work Force, Shortened Work Hours, and Work from Home schemes.
- 3) Use of Temperature Scanners to check the temperature of persons entering the premises.
- 4) Alcohol and hand sanitizers are provided at the entrances and various locations in the mall, offices, and industrial parks.
- 5) Issued Customer Advisories for Health Protection Information.
- 6) Conducted orientation to mall service providers' supervisors about COVID-19 basic information, guidelines and recommended practices.
- 7) Reiterated precautionary measures to industrial park locators through public advisories.
- 8) Use of online banking services for collections and disbursement transactions.

### **C. Public Health and Safety**

- 1) Temporary closure of malls until further notice in compliance with government mandate to avoid accumulation of people. Banks, drugstores, supermarkets, convenience stores, and other establishments with essentials are to be kept open to serve the general public's necessities.
- 2) Cancellation of crowd gathering activities.
- 3) Issued circulars and announcements to mall merchants, office tenants, and industrial park locators to implement similar COVID-19 guidelines in their respective areas.

The Company shall closely monitor updates from the Department of Health and other reliable sources of information regarding COVID-19. Further, the Company shall take additional necessary measures for any future national and local governments mandates.