



South Forbes Tokyo Mansions Homeowners' Association, Inc.

South Forbes Golf City, Brgy. Inchican, Silang, Cavite

Tel. No. 046-4093612 / Cellphone No. 0906-942-5162

Circular 2020-004

COVID-19 Advisories

March 16, 2020

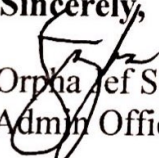
All Valued Homeowners!

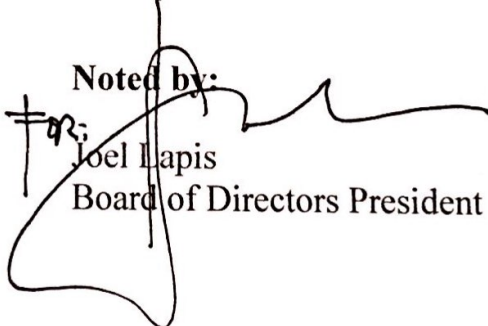
SFTMHOAI is monitoring the outbreak of the COVID-19 corona virus and its impact on our community. We are encouraging our members and guests in general to follow the latest guidance and updates issued by the DOH. Provided as attached are our SFTMHOAI advisory and The Medical City, Southern Luzon COVID -19 Guidelines. For all your COVID-19 related queries and emergencies, you may call their dedicated Covid-19 Hotline at (049) 303-3001.

Notes:

- Following Tokyo Mansions common areas will be off limits: Gym, Children Park's playstation, Basketball court.
- All events to include scheduled Stations of the Cross are hereby cancelled.

We look forward to your compliance and keep safe!

Sincerely,

Orpha Jef S. Silvestre
Admin Office

Noted by:

Joel Lapis
Board of Directors President

ADVISORY

Date : March 16, 2020
To : Our Valued Tokyo Mansions Residents
From : Property Management Office
Subject : COVID-19 Advisory

Greeting from your Tokyo Mansions HOA Property Management Team !

It appears that COVID-19 have shown that people without symptoms are causing substantial amounts of infection. Whether it is symptomatic or asymptomatic, we would like to advise all our residents to take precautionary measures. Please find below useful safety tips;

BASIC

1. Wash your hands frequently
2. Avoid touching your eyes, nose, & mouth.
3. Cover your cough with the bend of your elbow or a tissue.
4. Avoid crowded places.
5. Stay at home if you just feel unwell.
6. BUT if you have fever with cough, colds, sore throat, diarrhea, AND difficulty breathing, seek medical care immediately.
7. If you need to visit the clinic, limit to 1 companion only.
8. Set an appointment or inform your doctor before consultation.
9. Comply with the hospital's protocol; temperature check, travel destination, & assessment prior to clinic visit.
10. Stay aware of latest information from legitimate government social media pages.

HOMEOWNERS

1. Stay home to minimize possible exposure.
2. If you have history of travel from areas with confirmed cases of COVID-19, stay home and self quarantine for 14 days.
3. Limit guests, specially those coming from high risk areas.
All Guests information will be logged down in the security guard prior entering to our village as usual.
4. Avoid congregating in our public area (clubhouse, basketball court, etc.) or visiting each other, in the meantime.
5. In short, STRICT SOCIAL DISTANCING.

FOR IMPLEMENTATION: PERSONNEL

1. GUARDS

- Expect our security guards to wear personal protective gears such as masks, gloves, and alcohol/ sanitizers in their outpost.
- All individuals (non homeowner) entering the village premises (by pedestrian/ by car) will have their temperature checked by our security guards through a digital thermal gun.

2. OFFICE ADMIN STAFF

- Our HOA have only (2) admin staffs, normal office schedule is still in effect until further notice. If a homeowner have any village concern, best to contact by call at (046) 4093612 or (0906) 9425162 or email at admin@southforbestokyomansionshoai.com.

3. WORKERS

- Must stay within the construction premises at all time. Please report immediately to our security by calling at (046) 6863452 if you see anyone not following this instruction.
- All construction activities within the village premise may be stopped anytime pursuant to Government instructions/ guidelines.
- All workers will have to fill up a new worker information sheet.

Please be advised that we have a website (<http://southforbestokyomansionshoai.com>) where we are putting all news, announcements, memorandum circular, etc. We are also in the process of gathering contact numbers of all homeowners to create a Telegram group (similar to viber) exclusive to Tokyo Mansions homeowners for easier information dissemination and reporting.

Thank you for your understanding and cooperation as we work to manage and monitor the situation. We recommend to all homeowners to follow the guidance of the Department of Health (DOH). Our community is one in praying for those affected by this unfortunate evolving health crisis and we sincerely hope that it will no longer escalate.

PROPERTY MANAGEMENT



Did you have **EXPOSURE?**

- Travelled to other countries in the past 14 days
- Lived with a COVID-19 patient
- Working or staying in a close environment with a COVID-19 patient
- Directly caring for a COVID-19 patient

Do you have any of the following **SYMPTOMS?**

- **FEVER**
- **COUGH & COLDS**
- **HEADACHE**
- **DIARRHEA**
- **SORE THROAT**
- **JOINT & MUSCLE PAIN**

EXPOSURE + SYMPTOMS

- If young (<60) and have no other illnesses but have **MILD SYMPTOMS**, conduct **HOME QUARANTINE**
- If elderly (above 60yrs old), with other illnesses, and/or with **SEVERE SYMPTOMS**, call the **EMERGENCY ROOM** for testing

NO SYMPTOMS + EXPOSURE

- conduct home quarantine for 14 days and monitor for symptoms.

NO EXPOSURE + SYMPTOMS

- Manage symptoms accordingly
- If at TMC for procedures or consults but with fever $>38^{\circ}\text{C}$, proceed to the Fever Clinic

