



**SOUTH FORBES TOKYO MANSIONS HOMEOWNER'S ASSOCIATION, INC.**

South Forbes Golf City, Barangay Inchican, Silang, Cavite  
Tel. No. 049-4093612

**CIRCULAR 2020-008**

**25MAY2020**

(Construction Safety Guidelines due to COVID19 - For Implementation)

Good Day,

Please be informed that effective on **June 1, 2020**, we will allow resumption of house construction works in Tokyo Mansions in line with the government announcement in areas under general community quarantine (GCW) subject to your agreement of this safety guidelines imposed by SFTMHOAI Property Management, aligned with the Inter-Agency Task Force (IATF).

1. Working hours are from 8:00am to 5:00pm only. (Monday - Saturday)
2. Maximum of six (6) workers per contractor will be allowed.
3. All assigned construction workers shall be subjected to Covid-19 Rapid testing provided by the contractor as mandated by Department of Human Settlement and Urban Development. Copies of the result shall be submitted to the Property Management Office together with the health declaration form. Substitutions of workers are not allowed. Below are the nearest testing facilities of COVID-19 in the area.

**Qualimed Hospital**

West Nature Avenue, Nuvali North, Sto. Domingo  
Sta. Rosa, Laguna  
Tel. (049) 303-0000 / Globe 0933-862-8852 / Smart 0998-592--4097

The Medical City South Luzon  
L United Blvd, Don Jose, Santa Rosa, Laguna  
Tel. No. 049-544-0120

4. Contractors shall provide a safe and clean "near-site" quarters/barracks outside of the village.
5. Only 21 to 59 years old without pre-existing health conditions are allowed to work.
6. No face mask, No disinfectant alcohol upon logging in at the Tokyo Mansions gate, and body temperature of more than 38 F (security personnel will perform temperature check) — No Entry
7. Delivery of materials are allowed only once per week. Face masks are required for both driver and helper.
8. Only (1) one authorized person will be allowed to run for errands to be conducted outside the construction site premises.
9. Workers must be inside their respective construction site all the time. Loitering as usual is not allowed. Transportation of workers from village gate to construction site is required. No foot traffic is allowed.
10. Contractor shall provide disinfection facilities in their respective project sites in compliance with pertinent DOH and IATF guidelines, to be placed at strategic locations to ensure the safety and welfare of all personnel. Construction site shall be regularly disinfected.

The SFTMHOAI Property Management Office will issue a work permit and provide health declaration form and must be filled out by all construction personnel assigned in the site which must then be submitted back to the HOA admin office.

In addition, The SFTMHOAI Property Management Office shall request (1) one random COVID19 test result per month of an assigned worker per construction site. Testing cost is for the account of the contractor. It will be assumed that the status of one worker is the status of all unless proven otherwise by individual tests. This approach is much reasonable than the (IATF) guideline of testing ALL personnel on a regular basis. In the event that a worker tests positive of COVID19, all construction work will be immediately suspended until further notice.

This COVID19 construction protocols and guidelines shall be enforceable until further notice. Any non-compliance or violations will result in automatic suspension of work permit or the NTP authorization. Please be guided accordingly,

Thank you and keep safe.

  
Mr. Joel Lapis  
SFTMHOAI -BOD President



South Forbes Tokyo Mansions Homeowners' Association, Inc.  
South Forbes Golf City, Brgy. Inchican, Silang, Cavite  
Contact No. 0906-942-5162/ (046) 409-3612

**CIRCULAR 2020-009**  
Tokyo Admin

May 27, 2020

**To All Valued Homeowners!p**

Greetings,

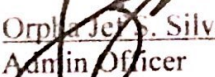
Please be advised that the Tokyo Mansions' Administration Office is now open to serve you.

First and foremost, we will maintain a safe workplace and observe safe health practices to protect our employees, homeowners and guests. The Admin will provide alcohol/hand sanitizers throughout the office and common areas.

House construction works will resume on June 1<sup>st</sup> with strict safety and health guidelines requirements imposed. Please visit our website @ [southforbestokyomansionshoai.com](http://southforbestokyomansionshoai.com) for further details.

\*\*\* Please follow social distancing protocols and wear a face mask when visiting our office. For any issues or concerns, you may call the contact number provided above as communications by phone or email is highly preferred.

Sincerely,

  
Orplina J. Silvestre  
Admin Officer

Noted by:

  
Joel Lapis  
Board of Directors President