



Milestone Guaranty and Assurance Corp.

INTER – OFFICE MEMO

**TO : ALL CONCERNED EMPLOYEES IN THE HEAD OFFICE
AND BRANCHES**

FROM : OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER

**RE : MANDATORY WEARING OF FACE SHIELD AND FACE MASKS IN THE
WORKPLACE**

DATE : AUGUST 14, 2020

As per Labor Secretary Silvestre Bello III, effective August 15, 2020, all employees/ workers in the workplace areas are mandatorily required to wear face shields aside from face masks.

Wearing of **FULL-FACE SHIELD** and **FACE MASK** aside from physical distancing effectively reduce the transmission of the said Coronavirus disease / COVID-19. Half-face shields are prohibited as it only covers the eye area and does not provide enough protection.

Also, the use of face shields and face mask not only in the workplace but also while inside the carpool service / shuttle.

Employees will not be allowed to enter the workplace if they will not follow the health protocol.

There are a corresponding sanctions to those who will fail to follow this safety protocol.

For your strict compliance.


NORBERTO V. SAUCO