



# Milestone Guaranty and Assurance Corp.

## INTER – OFFICE MEMO

**TO :** ALL CONCERNED EMPLOYEES  
**FROM :** OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER  
**SUBJECT :** ADDITIONAL PRECAUTIONARY MEASURES AND SAFETY PROTOCOLS  
**DATE :** AUGUST 6, 2020

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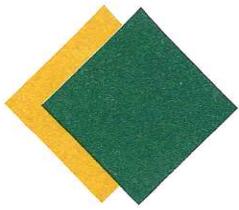
In view of the continuing rise of confirmed cases of Covid-19, the serious threat to the health, safety, security and lives of the employers, officers, employees, business partners and their respective families, **MILESTONE GUARANTY AND ASSURANCE CORP.**, hereby advise the implementation of the Rules and Policies for the proper application of health and safety standards in the workplace and by its employees on-site .

### Basic Rules:

1. All on-site employees are enjoined to **immediately** report to their Department Head and Human Resources Department. If he/she is experiencing the following Covid-19 symptoms;

- a. Headache
- b. Cough
- c. Flu
- d. Sore Throat/Itchy Throat
- e. Shortness of Breathing
- f. Loss of smell and taste
- g. Muscle pain
- h. Cold
- i. Fever

Also, the employees are enjoined to immediately report that they have been exposed to any suspected or probable Covid-19 infected persons who are suffering from the above- mentioned illness.



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2. He / She is mandatorily placed under "Work From Home" arrangement and isolate himself/herself for a period of fourteen (14) days .
3. Rapidtesting or Swab testing must be conducted after the period of fourteen (14) days home quarantine. Any testing done on or before the lapse of the quarantine period shall not be considered.
4. For employee who were confirmed Covid-19 positive( Asymptomatic), aside from fourteen (14) days quarantine, require he/she for another fourteen ( 14) days and submit a medical certification or swabtesting before returning to work.

## FOR HOSPITAL , CLINICS, HEALTH CENTERS VISITATIONS :

1. If an employee needs to go and or accompany any person either a relative or a friend to the hospital ,clinics , he/she must advise their Department Head and the Human Resources Department. Depending on the situations , the management will decide whether the the employee may be allowed to go for work onsite or be temporarily isolated.

## CORRESPONDING DISCIPLINARY SANCTIONS :

Omission/Commission of an Offense	Penalty
1. Non- disclosure or non reporting of the employee to Human Resources Department and/or Department Head and of the following :	
a. experiencing or has experienced a flu, fever, sorethroat cough,colds, difficulty of breathing, muscle pain, loss of taste and smell and other infectious diseases	Suspension to Dismissal
b. experiencing other illnesses not covered under "a"	Suspension
c. exposed to a Covid positive patient	Suspension to Dismissal
d. exposed to a person who is experiencing flu, fever, sore throat, cough, colds, difficulty in breathing, muscle pain loss of taste and smell and other infectious diseases	Suspension to Dismissal
e. went to the hospital to visit/ accompany any person either a relative, by affinity or consanguinity, or a friend, during the existence of a pandemic situation	Suspension to Dismissal
2. Submission of falsified rapid test/ swab test result	Dismissal



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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 3. Reporting for work without submitting or presenting rapid test or swab test with negative result or any clearance from Human Resources Department or Department Head | Suspension to Dismissal |
| 4. Submission of rapid test/swab test before the lapse of Fourteen (14) days home quarantine period.                                                                    | Suspension to Dismissal |

These rules are published for the employees' information and protection.

Employees who will fail to follow this safety protocols shall be penalized, with the evaluation and recommendation of the management, *from suspension to termination*.

For your strict compliance. .

  
NORBERTO V. SAUCÓ