



# Milestone Guaranty and Assurance Corp.

## MEMORANDUM

DATE : June 10, 2020  
FOR : All Employees in the Head Office  
RE : Workplace Prevention and Control of Covid -19 – Testing of Employees for Covid-19

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We are updating the previous Memo on Precautionary Measures dated May 7, 2020, as follows:

### **A. Reminder to Increase Physical and Mental Resilience**

All employees are reminded of the everyday actions to stay healthy such as:

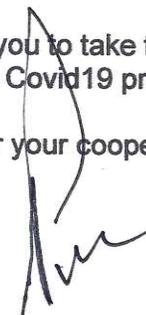
- a. Eat nutritious and well-cooked food;
- b. Drink plenty of fluids and avoid alcoholic beverages
- c. Increase the body's resistance by having adequate rest and atleast eight (8) hours of sleep.

### **B. Reducing transmission of COVID-19**

All employees who are reporting On-site (Head Office) shall undergo mandatory test for Covid-19 using the Rapid Test Kits to be taken here in our office by the accredited Medtech of Rosario Health Center tomorrow June 11, 2020 ( 2<sup>nd</sup> flr Training Room) at 1:00 pm onwards .

We also ask you to take the necessary precautions to avoid contamination and adhere to our guidelines on Covid19 prevention.

Thank you for your cooperation.

  
CELSO N. SARTO  
EVP and Chief Operating Officer