



Milestone Guaranty and Assurance Corp.

MILESTONE

MEMORANDUM


Date : March 9, 2020
For : All Employees and Guests
Re : Precautionary Procedures related to Covid19

In the light of the declaration of a **STATE OF PUBLIC HEALTH EMERGENCY** from the Office of the President of the Republic of the Philippines following the increasing number of locally transmitted Covid19, and the raising of Code Red alert of the Department of Health, we are activating some security procedures to safeguard our employees working in the Head office.

1. Beginning March 10, 2020, all employees, guests and visitors who wish to enter our office will now have to undergo mandatory forehead thermoscan before they are allowed entry. If they exhibit a temperature of 38 degrees or higher, they will be denied entry and be sent home to recuperate from their fever.
2. Should they exhibit cough or colds, they may be allowed entry only if they can wear a facemask for the duration of their stay in the office. If they do not have a facemask, they will be denied entry and will have to stay home and recover first before coming back to work.
3. Should they not be detected at the entrance and begin to exhibit flu-like symptoms at work, they may be asked to report to the nearest clinic/hospital for a proper evaluation or begin to wear a mask for the duration of their stay.
4. If a co-worker refuses to follow these procedures, they may be reported to their superior who will ask them to follow such protocols.
5. For this purpose, the side entrance of the building will be temporarily closed.
6. In the meantime, all employees are asked to sanitize their hands/fingers upon entry into our offices before checking in for attendance in our biometrics. Such a step will ensure the safety of everyone who will use our time-capture devices.

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

Thank you for your cooperation and safety consciousness.


FLAVINNA C. GARCÉS
VP – Finance & Admin / Treasurer