



**MILESTONE**

# Milestone Guaranty and Assurance Corp.

DATE: OCTOBER 13, 2020

TO: ALL DEPARTMENT HEADS AND MANAGERS (Head Office)  
ALL BRANCH MANAGERS

FROM: OFFICE OF THE VP – COMPTROLLER / HR

SUBJECT: **Guidance on Ventilation for COVID-19 Mitigation (DOH Memo No. 2020-0429)**

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In compliance with the above Memorandum of the Department of Health, the Company would like to inform everyone of the following policies in relation to its efforts to mitigate the transmission of Covid-19 in the workplace:

**Common Policy: Ensure proper ventilation in all enclosed areas within the workplace. Ventilation refers to the intentional introduction of fresh air into a space while the stale air is removed. It is done to maintain the quality of air in that space.**

**A. Administrative and Engineering Controls to Improve Ventilation and Air Quality in Enclosed Rooms**

- a. Open windows regularly (even in mechanically ventilated buildings).
- b. In choosing where to conduct activities, **open air spaces should always be prioritized. When an activity cannot be moved into an open air setting, opening windows and doors should be put into practice to facilitate the flow of outdoor air into the space, when possible.** However, ensure that opened windows/doors are not near sources of air pollution such as carbon monoxide, sulfur/nitrous oxide and particulate matter usually coming from internal combustion engines and other sources of pollution.
- c. **Individuals should not be situated directly in the flow of air** coming from fans and air conditioners. Electric fans and air-conditioning unit may facilitate transmission of the virus if it directs air from infected individuals to others in the room.
- d. **Ensure that exhaust ventilation adequately provides the needed air exchange rate.** Common signs of poor air exchange include inadequate temperature, increased humidity, poor air movement and other ventilation related problems.
- e. **Device settings that encourage recirculated air where no ventilation takes place should be avoided as much as possible.** If this is not possible, air cleaning and disinfection procedures may also be used. Ensure proper maintenance by following manufacturer recommendations of these devices.



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### **B. Controls to Improve Ventilation and Air Quality in Comfort Rooms**

- a. Installed exhaust fans should be kept open continuously as much as possible.
- b. When toilets are used, it is advised to close the toilet seat lid while flushing. This aims to minimize the release of droplets into air flows after flushing.

### **C. Controls to Improve Ventilation and Air Quality in Vehicles**

- a. Natural ventilation and access to open air is recommended.
- b. Avoid using the recirculated air option for the car's ventilation during passenger transport. Utilize the car's vents to bring in fresh outside air and/or lower the vehicle windows.

Thank you for your usual full cooperation.



**ROMULO JEI G. DELOS REYES**  
VP – Comptroller / HR Head