

To : All Team Members

From : Atty. Angelique  Margaret T. Natividad, HR Director

Re : General Cleaning

Date : February 2, 2022

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Since the COVID - 19 pandemic and the seasonal influenza (flu) virus have become widespread, we are taking a proactive step to keep our working environment safe for everyone. All Team Members in the building are advised to do a general cleaning in their respective offices on February 7, 2022 in the morning. Kindly keep all your files and office materials at their correct places and disinfect highly touched surfaces with zonrox and water. Work will resume in the afternoon of Feb 7.

For the cleaning materials, feel free to contact the maintenance personnel.

We remind everyone to refrain from eating together to reduce possible transmission of any viruses.

Thank you.