

MEMORANDUM

FOR : **ALL CITEM EMPLOYEES**

FROM : *Ma Lourdes D. Mediran*
MA. LOURDES D. MEDIRAN, CESO IV, CPA, MDM
Deputy Executive Director
Officer-in-Charge, CITEM

DATE : **29 May 2024**

SUBJECT : **HEALTH AND SAFETY REMINDERS**

In light of the recent emergence of the FLiRT variant of COVID-19, it is crucial that we all take necessary steps to ensure the health and safety of everyone in our workplace. Please take a moment to review and adhere to the following basic preventive measures:

- Wear masks indoors and in shared spaces such as the office and shuttle service.
- Regularly wash hands with soap and water. Use alcohol-based hand sanitizer.
- Maintain social distancing whenever possible.
- Stay at home if you experience any symptoms of COVID-19, like fever, cough, or sore throat, and inform your supervisor and the CITEM medical team.
- Close contacts of confirmed COVID-19 personnel should monitor their health and promptly report to the CITEM Clinic if symptoms arise.

These precautions are vital in safeguarding not only our health but also that of our families and colleagues. For any queries or additional support, please feel free to contact the CITEM Clinic at hrmd@citem.com.ph or reach out to Dr. Elaisa Haase at +639175807760 (Viber).

Stay safe and healthy.