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Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 39
Series of 2020

**CONSTITUTING THE QUEZON CITY OPLAN KALINGA
TECHNICAL WORKING GROUP**

WHEREAS, on 11 March 2020, the World Health Organization (WHO) declared COVID-19 as a pandemic, and consequently on 13 March 2020 the Quezon City Council declared Quezon City to be under a State of Calamity.

WHEREAS, on 17 March 2020, President Rodrigo Duterte imposed an Enhanced Community Quarantine (ECQ) over the entire Luzon Island, which on 16 May 2020 transitioned into Modified ECQ (MECQ) for certain parts to include the National Capital Region (NCR); thereafter, on 01 June 2020 the NCR transitioned into General Community Quarantine (GCQ), on 04 August 2020 the NCR transitioned back to MECQ, and back again to GCQ on 19 August 2020.

WHEREAS, during this entire duration, the cases of COVID-19 have continued to rise in the NCR resulting in the National Government's initiation of Oplan Kalinga through the Metro Manila Development Authority (MMDA), the Department of Health (DOH), and the Department of Tourism (DOT) among others, for the purpose of organizing isolation and quarantine facilities for COVID-19 patients from places where the Local Government Unit (LGU) cannot provide the same to its constituents, by arranging for hotels and other places of accommodation in Cities and Municipalities where these are located and can be made available for conversion into said isolation/quarantine facilities.

WHEREAS, prior to the issuance of this Executive Order, the MMDA on separate occasions informed the Quezon City Government of its decision to use eight (8) hotels as isolation/quarantine facilities for COVID-19 patients from Metro Manila Cities, requesting the City's permission and assistance in providing security thereat; albeit on two such occasions the information came at the eleventh hour and lacking adequate coordination.

WHEREAS, on 03 August 2020, during a video conference between the Quezon City Government and the National Government organized by the former to clarify Oplan Kalinga's background and protocols for the purpose of improving its coordination and ensuring the safety and well-being of all concerned, the MMDA, DOH, and DOT explained the program and its health measures and manner of hotel-selection, and presented Oplan Kalinga's only documentation, namely: the *Interim Guidelines on the transfer of COVID-19 positive and asymptomatic patients from the Local Government Unit to the Isolation Facility* (henceforth, "Interim Guidelines") herein attached as ANNEX A, and the *Roles and Responsibilities* herein attached as ANNEX B.

WHEREAS, in addition to Oplan Kalinga, the National Government is likewise implementing several other programs utilizing hotels and other places of accommodation in Quezon City as isolation and quarantine facilities, including programs led by the Overseas Workers Welfare Administration (OWWA), the DOH-Bureau of Quarantine (BOQ), and DOT that house (1) repatriated Overseas Filipino Workers (OFWs) who are confirmed or probable COVID-19 patients, and (2) OFWs who have been tested or documented as otherwise, both of which lack the necessary documentation.

WHEREAS, it is noted that Oplan Kalinga, the program for repatriated OFWs, and other similar National Government programs are by design alarming, given that these entail bringing confirmed or probable COVID-19 patients into Quezon City which has tirelessly endeavored to keep its numbers of COVID-19 cases at a manageable level; with some of the said programs resulting in critical situations wherein guest-patients have been monitored to have left the confines of the hotel/isolation/quarantine facility and mingled with the community.

WHEREAS, it is likewise noted that upon inspection by the concerned Departments and Offices of the Quezon City Government, several of the hotels and other places of accommodation that the aforementioned National Government programs have utilized were found to be non-compliant with a number of local government regulations, raising concerns of safety and sanitation risks that the guest-patients become exposed to.

WHEREAS, in spite of the gravity of the situation, the Quezon City Government remains committed to support the National Government in its endeavors, provided that proper coordination and safeguards are in place to ensure the safety and well-being of the people of Quezon City, consistent with Sections 4 and 5, Article II of the 1987 Philippine Constitution establishing that the prime duty of the Government is to serve and protect the people, and that the maintenance of peace and order, the protection of life, liberty and property, and promotion of the general welfare are essential for the enjoyment by all the people of the blessings of democracy, and Section 16 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991" which mandates that every Local Government Unit (LGU) shall exercise powers essential to the promotion of the general welfare, and within their territorial jurisdiction ensure safety, maintain peace and order, and preserve the comfort and convenience of the inhabitants.

NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. CONSTITUTION. The Quezon City Oplan Kalinga Technical Working Group (TWG) is hereby created for the purpose of ensuring that henceforth proper coordination and safeguards are in place prior to every implementation of the Oplan Kalinga, the OWWA/BOQ/DOT-sponsored occupation by repatriated OFWs of Quezon City hotels, and other similar National Government initiatives.

SECTION 2. COMPOSITION AND ORGANIZATION. The Quezon City Oplan Kalinga TWG shall be composed of the following:

- 2.1. Chairperson (1) The Quezon City Mayor
- 2.2. Vice-Chair. (2) The Assistant City Administrator for Operations
- 2.3. Action Officer (3) The Head, City Tourism Office

2020-204-1

- 2.4. Members
- (4) The Head, City Health Department
 - (5) The Head, Disaster Risk Reduction and Management Office
 - (6) The Head, Business Permits and Licensing Department
 - (7) The Head, Department of Public Order and Safety
 - (8) The Head, Task Force Transport and Traffic Management
 - (9) The Head, Department of the Building Official
 - (10) The Head, Task Force Solid Waste Management
 - (11) The Head, City Legal Department
 - (12) The Head, Public Employment and Services Office
 - (13) The Head, Barangay and Community Relations Department
 - (14) The Head, Public Affairs and Information Services Department
 - (15) The District Director, Quezon City Police District

SECTION 3. FUNCTIONS AND DUTIES. The Quezon City Oplan Kalinga TWG shall perform the following functions, duties, and responsibilities:

3.1. Prior to admission.

3.1.1. The TWG shall inspect all the hotels in Quezon City that have been selected by the concerned National Government agency for use in their programs. If found non-compliant with any of the regulatory requirements of the City, the TWG shall recommend in writing to the concerned agency that the said hotel be delisted from those being considered. For this purpose, the MMDA, DOH, DOT, OWWA, BOQ, and all other National Government agencies occupying or causing the occupation of hotels and other places of accommodation within the territorial jurisdiction of Quezon City, whether as isolation or quarantine facilities, are hereby requested to furnish the Quezon City Government, through the TWG their full list of said hotels and/or other places of accommodation.

3.1.2. The TWG shall coordinate with the concerned National Government agency the schedules in which any Quezon City hotel will be used as isolation or quarantine facility.

3.1.3. For Oplan Kalinga only, the TWG shall require prior certification from MMDA and/or the originating LGU that no hotel or other place of accommodation within their jurisdiction could be used as isolation or quarantine facility for COVID-19 patients.

3.1.4. The TWG shall coordinate with the concerned National Government agency for the provision by the National Capital Region Police Office of 24-hour security in the said hotel. This may be augmented by the Barangay or any law enforcement Department from the originating LGU.

3.1.5. The TWG shall inform the concerned Barangay of the use of the said hotel, which is within their jurisdiction.

3.1.6. The TWG shall review arrangements made for (i) food provision, (ii) infectious waste management, and (iii) disinfection. These should be covered by the National Government.

3.2. Line list and admission process.¹

3.2.1. The TWG shall check that a line list has been prepared by the originating LGU for the purposes of Oplan Kalinga, and by OWWA or BOQ for the repatriation of OFWs. For other National Gov't programs, the TWG shall check that a line list has been prepared by the concerned agency. Said line list should be submitted to the hotel prior to admission.

3.2.3. For Oplan Kalinga, the names and contact numbers of the following accountable officers assigned to the hotel/isolation/quarantine facility must be secured by the TWG:

- a) Nurse
- b) Nursing attendant
- c) House parent provided by the originating LGU
- d) Isolation/quarantine facility Staff

The roles of these accountable officers are provided in Annex B. For the repatriation of OFWs and other National Government programs, the TWG shall determine from the concerned agency the names and contact numbers of the accountable officers assigned to the hotel/isolation/quarantine facility.

3.3. Forms and essential needs of the patients.²

3.3.1. Following the schedule in 3.2.1., the TWG shall monitor the preparation of the hotel/isolation/quarantine facility, of a rooming list based on the line list, prepare the accommodation rooms for the patients, and ensure readiness of staff to receive the patients and ask the same preparations to be made for the repatriated OFWs or other National Government program.

3.3.2. The TWG shall monitor the filling of Consent Forms by the guest-patients, with the assistance of the originating LGU in the case of Oplan Kalinga, or of the concerned agency in the case of the repatriation of OFWs or other National Government program.

3.3.3. The TWG shall monitor that the originating LGU or the concerned National Government agency shall require the guest-patients to bring the following items:

- a) Identification Card
- b) Duly accomplished Consent Form

¹ The MMDA's Oplan Kalinga Interim Guidelines provide that the Local Health Officer / Local Epidemiology and Surveillance Officer will prepare a line list of patients who are COVID-19 positive and asymptomatic based on RT-PCR test.

² The MMDA's Oplan Kalinga Interim Guidelines provide that the concerned isolation facility will prepare a rooming list based on the line list, prepare the accommodation rooms for the patients, and ensure readiness of staff to receive the patients.

- c) Clothing good for 14 days
- d) Masks and other PPE
- e) Towel
- f) Toiletries
- g) Slippers
- h) Mobile phone with load
- i) Maintenance drugs, vitamin and mineral supplements
- j) Other personal items

3.4. Transportation.³

3.4.1. For Oplan Kalinga, the TWG shall monitor that the originating LGU will provide transportation for the patients and ensure the infection and Prevention Control (IPC) protocol is followed. House-to-house pick-up of patients is recommended. For the repatriated OFWs or other National Gov't program, the TWG shall monitor the same.

3.5. House Parent.⁴

3.5.1. For Oplan Kalinga, the TWG shall ensure that a house parent is provided by the originating LGU, whose mandated tasks are accomplished such as ensuring that all patients in the line list are on board with all the prescribed items to bring. He/she must bring a copy of the line list and compiled Consent Form. For the repatriated OFWs or other National Gov't program, the TWG shall ask the concerned agency for an accountable officer similar to a house parent.

3.5.2. The TWG shall monitor that the house parent ensures that the IPC protocol is followed in the vehicle at all times during transport of guest-patients to the hotel/isolation/quarantine facility.

3.5.3. The TWG shall monitor that the house parent has informed the hotel/isolation/quarantine facility of their estimated time of departure, estimated time of arrival while in transit, and upon their arrival at the facility. Hotel admission is from 8:00 AM to 8:00 PM only.

3.5.4. The TWG shall monitor that at the time of arrival at the hotel/isolation/ quarantine facility, the house parent must be the first to alight the vehicle and coordinate with the facility by submitting the line list and compiled Consent Forms to the front desk officer.

3.5.5. The TWG shall monitor that upon alighting the vehicle at the hotel/ isolation/quarantine facility, the guest-patients quickly guided by the house parent and other authorized facility personnel in entering the facility and proceeding as expeditiously as possible to their respective rooms. The house parent must assist in the orderly alighting of passengers and endorse them to the isolation facility staff for the provision of keycards. The house parent should remind the patients to present their identification cards to the isolation facility staff.

³ In relation to Item 5 of the Oplan Kalinga Interim Guidelines.

⁴ In relation to Items 6, 7, 8, 9, and 10 of the Oplan Kalinga Interim Guidelines.

3.6. Medical Assessments.⁵

3.6.1. The TWG shall monitor the conduct of final medical assessment and issuance of the Medical Clearance Certificate prior to the discharge of individual guest-patients, which for Oplan Kalinga shall be the responsibility of the City/Municipal Health Officer of the originating LGU. For the repatriated OFWs or other National Gov't program, the TWG shall monitor the issuance of similar certificates by the concerned agency.

3.7. Food, Emergency Purchases, Disinfection and PPEs.

3.7.1. The TWG shall monitor that food provisions are brought to all guest-patients in order for them to need not leave the hotel/isolation/quarantine facility at any point during the duration of their isolation or quarantine. The concerned National Government agency shall provide, or cause the provision, of all meals for the guest-patients and deployed government personnel.

3.7.2. Given that the guest-patients are disallowed to leave the hotel/isolation/quarantine facility, the concerned National Government agency or the house parent shall arrange for any essential or emergency purchases needed by any guest-patient. The TWG shall monitor strict compliance with this provision.

3.7.3. The TWG shall monitor that regular disinfection of all hotels/isolation/quarantine facilities are undertaken by the concerned National Government agency.

3.7.4. The TWG shall monitor that all Personal Protective Equipment (PPE) that may be needed during the operation of the hotel/isolation/quarantine facility are provided by the concerned National Government agency.

3.8. Information Dissemination.

3.8.1. The TWG shall install signs and placards in strategic areas of the hotel/isolation/quarantine facility to serve as reminders and/or instructions to the guest-patients.

3.8.2. The TWG shall inform the public of Oplan Kalinga, the program for the repatriation of OFWs, or of other National Government programs that utilize hotels and other places of accommodation as isolation or quarantine facilities, and the presence of suspect, probable, or confirmed COVID-19 patients as a result of these National Government programs in any location within the territorial jurisdiction of the City.

SECTION 4. ROLE OF THE BARANGAYS. With respect to the foregoing, the Barangays shall perform the following functions, duties, and responsibilities:

⁵ In relation to Item 11 of the Oplan Kalinga Interim Guidelines.


- 4.1. Inform/prepare the concerned communities of the use of hotels in their Barangay as isolation/quarantine facilities.
- 4.2. Inform the business establishments surrounding the hotels to be used as isolation/quarantine facility, and monitor their heightened compliance with minimum health standards.
- 4.3. Monitor compliance by the hotel/isolation/quarantine facility with all provisions of these guidelines.
- 4.4. Report to the TWG any infraction or non-compliance by the hotels and surrounding business establishments.

SECTION 5. RESOURCE AVAILABILITY. Funds necessary for the operation of the TWG shall be sourced from available funds of the member Departments and Offices of the TWG, and if so required, the Office of the City Mayor may augment said funds subject to usual accounting rules and procedures.

SECTION 6. DISSEMINATION. A copy of this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority for information and guidance, pursuant to Sec. 455(1) (xii) of RA No. 7160, as amended, and shall be posted at the official website of the Quezon City Government. Copies shall likewise be sent to DOH and DOT, as well as other National Government agencies concerned with Oplan Kalinga, the program for repatriated OFWs, and other National Government agencies pursuing similar programs.

SECTION 7. EFFECTIVITY. This Order shall take effect immediately.

DONE, 8-26-20 Quezon City


MA. JOSEFINA G. BELMONTE
City Mayor