



MEMORANDUM

FOR : All Quezon City Barangays
All Departments, Offices, and Task Forces of the Quezon City Government
The Quezon City Police District
The General Public

FROM : **MA. JOSEFINA G. BELMONTE**
City Mayor

SUBJECT : **ECQ Guidelines**

DATE : March 29, 2021

BACKGROUND

In light of Inter-Agency Task Force Resolution Nos. 106, 106-A and 106-B approved on March 27 and 28, 2021, placing the National Capital Region and nearby provinces under Enhanced Community Quarantine (ECQ) from March 29, 2021 until April 4, 2021, and other relevant issuances, the City hereby issues these Guidelines on the implementation of ECQ in Quezon City. These ECQ Guidelines shall take effect immediately and shall be effective until April 4, 2021.

GUIDELINES

1. Public Safety Hours. Public safety hours shall be from **6 pm to 5 am**, during which all persons should be at home, except for persons (i) going to or returning from work in essential businesses, as shown by company ID, APOR ID, or other official ID; (ii) dealing with emergencies; or (iii) traveling for purposes of air/sea travel as shown by pre-booked tickets.

As an exception, essential activities may operate on a 24 hour basis, including public transportation, couriers, cargo vehicles, market delivery/*bagsakan*, food take-out and delivery, pharmacies, hospitals, convenience stores, and delivery of essential goods.

Also, call centers, business process outsourcing (BPO), other businesses exporting goods or services may continue to operate 24 hours.

2. Limited Gatherings. Gatherings of more than 10 persons shall be prohibited, except when indispensable for work, government or humanitarian purposes.

3. Limited Movement / Age Restriction. Persons below eighteen (18) years old and above sixty-five (65) years old, and pregnant women must remain home, except when indispensable for obtaining essential goods and services (e.g., buying

food/medicine, medical appointments or vaccination), or when necessary for work in a permitted business.

Persons leaving home should have a company ID or government-issued ID showing an allowed work or business, or a quarantine pass. Any of the foregoing shall be sufficient for presentation to law enforcement and for entry into any allowed establishment. Also, law enforcement may exercise discretion to allow travel in case of manifest emergency.

4. Public Transportation. Public transportation may operate provided that passengers must be one seat apart. Tricycles may only have one passenger, and back ride shall not be allowed. As an exception, e-trikes and similar vehicles with larger capacity shall follow the one seat apart rule. Taxis and TNVs cannot have more than two passengers, who must both be in the back seat.

In any case, passengers must have both face masks and face shields. On the other hand, for safety reasons, the driver should have a face mask but need not wear a face shield.

5. Interment/Burol. Non-COVID-19 deceased should be buried or cremated within two (2) days, provided that immediate family of not more than ten (10) persons may visit the remains of the deceased during the two day period. Home services for the deceased are prohibited. On the other hand, there may be no visitors for COVID-19 deceased, and the remains should be cremated within 12 hours of death as provided in the relevant ordinance.

6. Allowed Businesses/Activities. Generally, only essential commercial establishments shall be allowed to operate, including the following:

At regular workforce capacity:

- a. Hospitals and clinics providing emergency health care;
- b. Medical and hygiene product manufacture or distribution, including medicines, medical devices, masks, vitamins, alcohols, sanitizers, soap, shampoo, detergent and disinfectant;
- c. Food, water, and non-alcoholic beverage manufacture, or distribution; food preparation establishments such as commissaries, restaurants, and eateries (for take-out and delivery only);
- d. Logistics, cargo, courier and delivery services including warehousing, trucking, shipping, postal services;
- e. Essential retailers such as supermarkets, grocery stores, markets, water refilling stations, drugstores, hardware stores and office supplies stores; laundry shops including self-service laundry;
- f. Construction activities, including renovation and repair of houses; as well as construction materials manufacturing and supply, including cement, steel and sand and gravel; the foregoing shall be subject to any further IATF, DPWH or other relevant agency guidelines;

- g.** Agricultural and veterinary products including pet food, feed and fertilizers;
- h.** Business process outsourcing (BPOs), e-commerce companies, and export-oriented business (including both export of goods and services);
- i.** Public transportation and allied businesses, including air, road and maritime transport and their essential suppliers;
- j.** Public and private financial service providers involved in the distribution of government grants and amelioration subsidies;

Up to 50% workforce:

- k.** Media establishments, including reporters and other field staff;

With skeleton workforce:

- l.** Utilities including power, energy, water, telecommunications, refineries and depots, gasoline stations, LPG suppliers, internet service providers, cable providers, and 3rd party contractors of the foregoing;
- m.** Clinics providing specialized services such as dermatological, dental, optometric services and veterinary clinics (on the other hand, clinics providing only aesthetic services cannot operate); dental procedures shall be limited to emergency cases only, and dentists and their staff must wear full Personal Protective Equipment (PPEs); home service therapy for Persons With Disabilities (PWDs) shall be allowed;
- n.** Maintenance, sanitation, building repair and security services including aircon, garbage, sewerage, pest control, plumbing, electrical, property management and building utility services; private security services;
- o.** Repair and installation of machinery and equipment, including repair of computers and personal and household goods and appliances; as well as repair of cars, vehicles and bikes, vulcanizing, as well as sale of car, motorcycle and bicycle accessories; provided that no car wash service shall be allowed.
- p.** Capital markets, banks, money transfer services, financial institutions, pawnshops, credit cooperatives, and their armored vehicle services and other related services;
- q.** Housing service activities, including *lipat-bahay* services; in this regard, barangays are enjoined not to unduly restrict persons or families from transferring their residence from one barangay to another, considering that only non-essential movement is prohibited;
- r.** Rental and leasing of vehicles or equipment for permitted businesses;
- s.** Funeral and embalming services; and
- t.** Real estate companies, provided that operations shall be limited to leasing.

7. **Additional Guidelines for Specific Businesses/Activities.** Aside from the supplemental workplace guidelines under the Memorandum of the Mayor dated March 14, 2021, the following specific guidelines shall be enforced:

- a. **No Dine-in.** Restaurants and other food establishments cannot provide dine-in services. However, they may provide take-out or delivery services, even during public safety hours.
- b. **Sari-sari Stores.** Considering that *sari-sari* stores are typically located in densely populated residential areas, *sari-sari* stores should close by 6 pm.
- c. **Carinderias/Eateries, Bakeries.** Neighborhood bakeries and carinderias/eateries may continue to provide take out and food delivery services even during public safety hours.
- d. **Hawkers/Ambulant Vendors.** Hawkers/ambulant vendors registered with the barangay or Market Development and Administration Department may sell food and non-alcoholic beverages even after public safety hours, provided that they strictly follow health and safety protocols and limit their service to take out only. A no face mask, no face shield, no selling policy shall be implemented.
- e. **Markets, Talipapas and Vending Sites.** Retail operations of markets, *talipapas* and vending sites must close by 6 pm, provided that *bagsakan* or delivery operations may continue. In any case, social distancing of at least one meter and other minimum health standards as provided under previous Guidelines must be strictly observed, most especially the wearing of face masks and face shields. Each market, *talipapa* and temporary vending site should have separate one-way entrances and exits to reduce mingling of customers. If social distancing is difficult to enforce due to the volume of market-goers, Barangays and market administrators shall institute measures to limit their numbers, such as queuing by batches, separate market schedule for families according to family names, sitios or streets, and the like. Regular disinfection of markets is hereby mandated.
- f. **Sabong, e-Games, e-Bingo.** The conduct of cockfighting (especially community cockfighting events such as *sabong* or *tupada*) as well as e-games and e-bingo activities, shall remain prohibited.
- g. **Graduation/Oath-taking Ceremonies.** The conduct of physical graduation or oath-taking ceremonies is hereby suspended. Virtual graduation or oath-taking ceremonies are encouraged.
- h. **Swimming Pools.** The operation of swimming pools, including those in condominiums, village clubhouses or private pools used as mini-resorts, shall be suspended.
- i. **Sports Facilities, Gyms, Spas and Internet Cafes.** The operation of sports facilities, gyms, spas and internet cafes shall be suspended. The suspension of gym operations includes private gyms in condominiums and subdivisions.

j. Factories and Construction Sites. Provide sufficient space in workers' barracks to ensure that physical distancing can be maintained at all times. Prohibit different workgroups or departments from mingling with one another. Implement staggered shifts to reduce the number of workers in a single shift. To the extent feasible, workers must be housed on-site and not allowed to return to their communities.

k. Manning Agencies. If allowed by DOLE to operate, manning agencies must strictly implement quarantine protocols for all leaving or returning overseas employees handled by the agency. In particular, returning overseas employees must complete a 14 day quarantine as provided in Sec. 8 below. If any employee or client of the agency tests positive for COVID-19, the agency must inform CESU no later than 24 hours from receipt of the test. The agency shall not allow any COVID-19 positive employee or client to take public transportation, and must coordinate with CESU for the proper isolation and/or transportation of the patient.

l. Hotels. Hotels and other accommodation establishments may operate only in accordance with the authority provided by the Department of Tourism or other relevant national agency, whether as a quarantine facility or other special purpose.

m. Other Special Categories. The operation of driving schools, indoor cinemas, video/interactive game arcades, libraries, archives, museums, and cultural centers, and tourist attractions shall remain suspended. Photo or event shoots will not be allowed in any park, museums and other open spaces to avoid mass gathering.

8. Liquor Ban. All retail sales of alcoholic beverages are hereby suspended for the duration of these Guidelines.

9. Responsibilities of Establishments and Building Management. Quezon City establishments (including condominium or building managers) that become aware of any confirmed positive COVID-19 cases among their employees, tenants, residents, members or clients (regardless of the place of residence) must report the same to the City Epidemiology and Surveillance Unit (CESU)¹, not later than 24 hours from receipt of test results. Establishments must cooperate with CESU, allow reasonable access to City government contact tracers, and facilitate contact tracing efforts.

Building managers must maintain a log of all building guests and visitors, including addresses and contact information, using KyusiPass as far as feasible. The managers must disclose this log to CESU when required for contact tracing efforts, provided that CESU shall maintain strict confidentiality and data privacy over such information.

Building managers must disclose to their tenants and association members whether any COVID-19 cases have been confirmed in the building (without specifying the identities or unit locations of the cases).

¹CESU phone: 02-8703-2759 or 02-8703-4398; or email at QCSurveillance@quezoncity.gov.ph

Building managers, and in particular the building health and safety officer shall be responsible and accountable to monitor and help enforce health protocols. This includes preventing gatherings in common areas, and monitoring any persons quarantined in the concerned building. If any quarantined person breaks quarantine, the building manager must immediately notify and coordinate with CESU and the Barangay. Also, if building management observes mass gatherings inside any unit, management must immediately request the concerned tenant to desist from such gatherings. If the tenant refuses, management must immediately notify the Barangay and CESU.

Building managers shall also facilitate the supply of necessities to quarantined persons within their respective buildings. They shall also ensure regular disinfection of common areas and high-touch objects (e.g, elevator buttons, railings, etc.).

10. KyusiPass Contact Tracing. The City reminds all business establishments in Quezon City that they are mandated to use the Kyusi Pass digital contact tracing method for their employees and customers, as far as feasible. Business owners should secure a dedicated QR Code (location monitoring site) per establishment from the Business Permits and Licensing Department via kyusipass.bpld@quezoncity.gov.ph. For clarity, a lessee inside a larger establishment (such as individual stores inside malls) should also have its own KyusiPass contact tracing log, insofar as practicable. National government institutions within Quezon City may also request for a KyusiPass QR code from the same email address. On the other hand, if the business already has its own digital contact tracing system, it should be able to share its data with KyusiPass.

11. Special Concern Lockdowns. The City shall continue to implement Special Concern Lockdowns, in accordance with the relevant ordinances, not only when vital to contain outbreaks, and also when preemptively necessary in areas with high risk of disease spread due to widespread health protocol violations or other relevant factors.

12. Barangay Road Closures. Barangays may only close roads with the written approval of the City Government. Barangays that wish to close roads must file a written request with the Office of the City Administrator, copy to the Department of Public Order and Safety, citing specific reasons of health and enforcement of health protocols. Any road closure approved by the City shall be automatically lifted at the end of the ECQ period.

13. Protocols for Returning Overseas Filipinos (OFs). Hotels and other accommodation establishments in Quezon City receiving returning OFs, whether organized by a national government agency or private entity, shall report to the Office of the City Administrator for documentation and monitoring, and for guidance on health, security, and logistics protocols. It is noted that due to the highly contagious nature of the new COVID-19 variants, all returning OFs must complete a mandatory quarantine period of at least 14 days, regardless of a negative RT-PCR test result. Hence, they may stay in a hotel for at least 14 days, or if this is not possible, they must continue their quarantine in an appropriate Quarantine facility.

For returning OFs who are residents of Quezon City, they shall be picked-up at the hotel by the Barangay Health Emergency Response Team (BHERT) of their home Barangay and continue their quarantine at their Barangay quarantine facility or other facility approved by the CESU. If their ultimate destination is outside of Quezon City, they must be picked-up by their Local Government Unit, the national

government agency that organized their stay, or their private company as the case may be, for immediate transport to a quarantine facility outside Quezon City. In no instance shall a returning OF be allowed to take public transportation, unless the mandatory 14-day quarantine period has been completed.

14. Compliance and Enforcement. The member offices of the City's Law and Order Cluster, regulatory departments, the Barangays, and the QCPD and its Police Stations shall continue enforcing the protocols contained in these Guidelines, consistent with the Memoranda from the Mayor on Warrantless Arrests dated 13 July 2020, and on Implementation of Existing Quezon City Ordinances to Combat COVID-19 dated March 8, 2021, including the use of Ordinance Violation Receipts (OVR). Violators may be penalized under any applicable law, ordinance or regulation.

15. Duration. These ECQ Guidelines prevail over any previous guidelines and shall take effect immediately and remain in force until April 4, 2021, unless extended. However, even after expiration of these Guidelines, Sec. 12 above (Protocols for Returning Overseas Filipinos) shall continue to remain in force. These Guidelines shall be subject to further regulations from the IATF or other relevant national agency.



MA. JOSEFINA G. BELMONTE
City Mayor