



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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MEMORANDUM

FOR : All District Action Officers
All Punong Barangays
The Head, Barangay and Community Relations Department
The Head, Quezon City Health Department
The Head, Quezon City Epidemiology and Surveillance Unit
The Director, Quezon City General Hospital
The Director, Novaliches District Hospital
The Director, Rosario Maclang Bautista General Hospital
The Coordinator, Quezon City HOPE Facilities

SUBJECT : GUIDELINES FOR BARANGAYS IN THE EVENT OF ACTIVE
COVID-19 CASES AMONG BARANGAY OFFICIALS, STAFF
MEMBERS OR THE TRANSACTING PUBLIC OR REGULAR
VISITORS TO BARANGAY HALLS AND FACILITIES

DATE : 25 March 2021

BACKGROUND

1. This Memorandum is being issued in the event that a Barangay Hall or Barangay Facility's operations are affected by the discovery of an active COVID-19 case among the officials, staff members, or any of the transacting public or regular visitors thereat. Let it be known that it is the policy of the Quezon City Government **not to suspend operations in or emanating from any Barangay Hall or Facility** in order for the delivery of services to our people not to be affected. To achieve this, the following guidelines are hereby issued:

GUIDELINES

2. **Continue Practicing Minimum Health Standards.** All prevailing guidelines issued by the IATF and the Quezon City Government must constantly be practiced within the Barangay Halls and Facilities, not only by the transacting public and other visitors, but just as importantly by the officers and staff members of all Barangay Governments.

Most notable among the required minimum health standards are safe distancing of at least one (1) meter, constant wearing of facemasks and face shields especially indoors, the prohibition against mass gathering of more than ten (10) people, and the prohibition of eating or smoking together within enclosed spaces such as pantries, cafeterias or any location of a Barangay Hall or Facility designated as a Smoking Area, among others. The Barangay Health and Safety Protocol Officer is tasked with ensuring the implementation of the foregoing, while the Barangay and Community Relations Department (BCRD) is tasked with monitoring strict compliance by all Barangays.

3. **Creation of Team A and Team B.** Two distinct and separate teams shall be established from among the Barangay officers and staff, in all Barangay Halls and Facilities. Team A shall be led by the Punong Barangay, while Team B shall be led by the Barangay Administrator. Each team must have a Health and Safety Protocol Officer and members from all the departments and units of the Barangay to cover all public services, including the maintenance and upkeep of its buildings and facilities. It is prohibited for members of one team to closely interact or be at close contact with any member of the other team. While members of each team can work together, they shall continue to practice minimum health standards at all times as dictated by the previous paragraph. Work arrangements involving the said teams shall be determined by the Barangays and submitted in writing for the formal approval of the concerned District Action Officer and monitoring for compliance by the BCRD.

In no instance shall Barangays be closed for more than half a day for disinfection and/or contact tracing. However, should more than half a day be required for whatever reason, this will be subject to the formal approval by the concerned District Action Officer.

4. **Procedures Upon Discovery of Active COVID-19 Cases.** In the event of discovery of an active COVID-19 case among the officials, staff members, or any of the regular visitors of a Barangay or Facility that any of the former may have come into close contact with, the following procedures shall be applied:
- 4.1. The Barangay must immediately inform the concerned District Action Officer, who shall then immediately notify the Quezon City Epidemiology and Surveillance Unit (CESU). The latter shall visit the Barangay within three (3) days from said notification, while the former monitors the Barangay's compliance with these protocols.
 - 4.2. The Barangay shall likewise immediately undertake contact tracing through its own Barangay Health Emergency Response Teams and/or contact tracers. Only the team, to which the active COVID-19 case belongs, shall be subjected to contact tracing. The other team shall continue to function so as not to derail public services.
 - 4.3. Among the team members of the active COVID-19 case, First Generation and Second Generation Contacts shall be identified by the Barangay contact tracers.
 - a) First Generation Contacts or Close Contacts are defined as those who (i) interacted with a confirmed case for more than fifteen (15) minutes and in less than one (1) meter in distance; (ii) was in an enclosed space for more than two (2) hours with a confirmed COVID-19 positive case; and (iii) those who reside in the same household with a confirmed case.
 - b) Second Generation Contacts are those who were close contacts of the First Generation Contacts. The same qualification for interaction will be applied.
 - c) General Contacts are people who were with a confirmed COVID-19 positive case but cannot be considered as Close Contact. Example of which is an officemate who interacted with the confirmed case for less than fifteen (15) minutes while practicing social distancing of at least one (1) meter, while wearing facemasks and face shield.

- 4.4. Upon coordination by the concerned District Action Officer, the Quezon City Health Department (QCHD) shall quarantine or isolate all active COVID-19 cases at any of the City's HOPE facilities, or when necessary have them admitted at the Quezon City General Hospital (QCGH), Novaliches District Hospital (NDH), Rosario Maclang Bautista General Hospital (RMBGH), or in any other institution authorized to receive active COVID-19 cases. Note that our HOPE facilities are equipped with 24-hour medical supervision, health kits, medicines, free meals, drinking water, coffee, and Wi-Fi.
- 4.5. First Generation Close Contacts shall immediately be quarantined in the Barangay's own Quarantine Facility or in the designated District Quarantine Facility, until completion of the mandatory fourteen (14)-day quarantine period regardless of RT-PCR test result. They shall not be allowed to go home or elsewhere for whatever purpose.
- 4.6. Second Generation Close Contacts shall continue to work while self-monitoring, and shall practice heightened minimum health standards by increasing social distancing to at least two (2) meters between them and other team members. They shall likewise be prevented from engaging with the transacting public and other visitors to the Barangay Hall or Facility. Further, the wearing of facemasks and face shields shall now be done at all times.
- 4.7. On the 5th to 7th day from the last exposure with the active COVID-19 case, the First-Generation Close Contacts shall be tested using RT-PCR test, under the facilitation of the CESU and coordination by the concerned District Action Officer. They shall remain under strict quarantine for a mandatory fourteen (14)-day period regardless of test results. In the event of a positive test result, or if symptoms are developed, they shall be transferred by the QCHD to QCGH, NDH, RMBGH or any HOPE isolation facility, or to any other designated isolation facility.


PENALTIES

5. Violation of any part of these guidelines may be subject to appropriate administrative sanctions without prejudice to any other applicable remedy.

EFFECTIVITY

6. This Memorandum shall take effect immediately and may be revoked at any time by the City Mayor upon consideration of the relevant circumstances.

FOR STRICT COMPLIANCE.


MA. JOSEFINA G. BELMONTE
City Mayor