



MEMORANDUM

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

FROM : MA. JOSEFINA G. BELMONTE
City Mayor

SUBJECT : Revised GCQ Guidelines

DATE : March 5, 2021

BACKGROUND

In light of the Inter-Agency Task Force's Resolutions No. 99 and 100, and Department of Trade and Industry Memorandum Circular No. 21-08 dated February 28, 2021, the City issues the following Revised GCQ Guidelines, which shall prevail over any conflicting clauses in previous guidelines. These Guidelines shall take effect immediately.

GUIDELINES

A. General Guidance

1. **Limited Movement.** Persons from 15 to 65 years old may leave home. Persons leaving home should have a company ID, government-issued ID, school ID, Authorized Person Outside Residence (APOR) ID, barangay ID or barangay certification, or any other official ID showing age or status as a worker/employee. Quarantine passes shall no longer be required, provided that previously issued quarantine passes shall continue to be honored as an alternative to the above-mentioned IDs.

Persons younger or older than the permitted ages may leave home only for indispensable reasons, specifically (i) when physical presence is required at work; (ii) dealing with emergencies; (iii) for purposes of air/sea travel as shown by pre-booked tickets; or (iv) medical and dental appointments.

Persons below 15 that leave home under the exceptions mentioned above should be accompanied by a parent or adult guardian (except for employed minors whose physical presence is required at work). The parent or guardian should supervise the minor to ensure compliance with applicable minimum health standards under Sec. 24 below namely: use of face masks, regular handwashing, physical distancing, and avoid contact with high-touch items such as elevator

buttons and hand railings.

Further, parents or guardians accompanying minors should plan trips to avoid peak hours and crowded areas, and to the extent possible, avoid prolonged interaction with persons outside their immediate household. Encourage toilet use before leaving home to minimize use of public toilets, and if public toilet use is necessary, supervise the minor to ensure that masks are kept on and proper washing is done afterwards.

2. **Limited Gatherings.** Mass gatherings shall remain prohibited, except for purposes of essential work, government, humanitarian, or religious worship/service, subject to minimum health protocols under Sec. 24 below, such as social distancing and use of face masks.

Organizers of gatherings should use a digital contact tracing method such as KyusiPass. Only when this is impracticable should a physical log of all attendees be used for contact tracing purposes. The physical log should be in a form ready for submission to the barangay health officer or the City Epidemiology & Surveillance Unit (CESU) at any time on request. Whenever feasible, gatherings should use open-air venues or naturally ventilated indoor venues.

3. **Public Transport.** Passengers in public utility vehicles should be one seat apart, or may sit beside each other in jeepneys provided that passengers may sit side by side if plastic barriers are installed between them. All operators must enforce the following: (i) wearing of face masks and face shields; (ii) no talking and no eating among vehicle occupants; (iii) at least one meter physical distancing in queues; (iv) regular disinfection; (v) adequate ventilation. No symptomatic passengers should be allowed to travel.

B. Religious and Community Celebrations and Activities

4. **Restrictions.** The following acts are prohibited during religious festivals and services, fiestas, or other community celebrations:

- a. Processions, parades, motorcades, *Santacruzán*, and the like;
- b. Public celebrations involving mass gatherings, including but not limited to fairs, *perya*, variety shows, fireworks displays, *ati-atihan* or other public performances;
- c. Public games and contests, such as pageants, singing or band contests, bingo, *pabitin*, *paluan ng palayok*, *agawan*, or tug of war;
- d. Tournaments, *liga*, or group contact sports such as basketball;
- e. Public buffets, *boodle fights*, and the like;
- f. Public drinking, including drinking outdoors or on sidewalks, etc.; persons may only drink at home or inside restaurants or establishments, subject to health protocols;
- g. Group videoke or other celebratory gatherings that violate social distancing;

- h. Noise pollution or other noise nuisances due to excessive merrymaking;
- i. Commingling of multiple households through large parties or traditional "open door" fiesta celebrations; and
- j. any other non-essential or non-work gathering that may be prohibited under applicable regulations.

5. **Exceptions.** Notwithstanding the foregoing, during the above-mentioned occasions, the following activities shall be allowed, subject to social distancing and other applicable health protocols:

- a. Modest celebrations conducted within the home;
- b. Masses and other religious solemnities allowing only fifty percent (50%) of the venue or the seating capacity, provided that physical distancing is observed;
- c. Religious or traditional rituals for purposes of blessing buildings or establishments, such as house blessings, office or store blessings. The establishment should use marshals to ensure at least one meter distance between any persons physically attending the blessing. Also, ministers should refrain from going from unit to unit, but should limit their activities to a specific location within the establishment;
- d. Celebrations conducted primarily for an online audience, with very limited physical attendance;
- e. Dragon dances, lion dances or other traditional performances, which may be conducted in a cordoned-off designated area; and
- f. Other forms of limited celebration that may be exempted by the Business Permits and Licensing Department or other relevant City Government office for justifiable reasons.

6. **Guidance on Religious Solemnities.** Religious institutions are respectfully reminded of the following health protocols:

- a. **Age Requirement.** Persons below 15 years or older than 65 years old should not physically attend Mass or other religious solemnities, in accordance with current regulations (unless they are employed by the religious institution such as sacristans). Nonetheless, churches and religious institutions are encouraged to provide means for such persons to attend religious services online.
- b. **Health Protocols.** Strictly observe health protocols for all persons during the religious solemnity including wearing of face masks and face shields, maintaining social distance, and providing hand hygiene necessities such as washing stations or alcohol dispensers. Take every reasonable effort to avoid contamination of the communion host or other materials that may be distributed among the attendees.
- c. **Venue Capacity.** If the number of the faithful exceeds the mandated safe capacity of the venue's interior, the venue may allow the faithful to attend in

adjacent areas, such as in patios or courtyards. The venue should use marshals to ensure maintenance of distancing among the attendees.

d. **Vendors.** Religious institutions may allow vendors registered at the Market Development and Administration Department (MDAD) in the vicinity of venues to attend to the needs of the faithful. The vendors should maintain at least 2 meters' distance between stalls and 1 meter distance among persons in a queue. Vendors must wear face masks and face shields and comply with all applicable health protocols. The venue should use marshals to maintain distancing and protect the solemnity of the occasion.

e. **Entrances and Exits.** Provide separate entrance and exit doors particularly in venues with successive Mass or service schedules; impose a no mask, no entry policy; provide sets of foot-wash at the designated entrances of the church; place temperature scanners at entrances; install alcohol dispensers at entrance and exit doors as well as in other strategic areas within the venue.

f. **Movement.** Lessen movement within the venue. Collection baskets should be placed at designated areas where people can leave their offerings. Additional ministers should be used to avoid long queues for communion or other religious services.

g. **No Loitering.** After service, attendees should be encouraged to go straight home, and should not loiter around or stay longer than necessary in the venue.

h. **Disinfection.** Ministers and their assistants should avoid sharing the use of equipment such as microphones, and avoid touching the same paraphernalia. Equipment and paraphernalia must be regularly disinfected before and after use.

7. **Interment.** Non-COVID-19 deceased may be visited by not more than ten (10) persons at a time. 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. Burols/wakes at home remain strictly prohibited, and any barangay permits allowing the same shall be invalid. In this regard, funeral homes are prohibited from referring persons to the barangay for the purpose of securing clearance to conduct home burols or visit a wake by persons under 15 years old or above 65 years old. Any appeal for reconsideration shall be automatically denied.

C. Commercial Activities

8. **General Commercial Activity.** General retail, manufacturing, trading, commercial and technical services, and other businesses may operate subject to Sec. 24 below (Common Health Requirements), except for those businesses under Sec. 23 (Restricted Businesses). The immediately succeeding sections deal with specific requirements for particular establishments. Unless otherwise specifically required, an establishment may operate at regular capacity subject to minimum health standards including physical distancing. Although establishments may operate at regular capacity, they are encouraged to adopt alternative or flexible work arrangements so that not all employees are physically present on work premises at the same time.

9. **Driving Schools and Technical Training Centers.** Driving and technical vocation schools (mechanical, electrical, plumbing, etc.) may operate, provided that

non-technical adult schools (language, dance, voice, acting, and the like) shall remain closed.¹ There should be a minimum of one meter distance between each student. Driving schools should not have more than two persons in the vehicle (driver and instructor).

10. Testing, Tutorial and Review Centers. Testing, tutorial and review centers may operate subject to the following limitations: (i) students or examinees must be at least 18 years old; (ii) instructors, proctors, examinees, and students in a room must be at least two (2) meters apart from each other; (iii) persons exhibiting symptoms such as fever, cough, or difficulty breathing shall be politely declined entry and have their exam or class rescheduled, if feasible; (iv) persons must bring their own pens and pencils, and the use of a common pen for filling out forms, attendance sheets, and for such other purposes is prohibited; and (v) such establishments are highly encouraged to provide online classes to the extent possible.

11. Internet Cafes and Computer Shops. Internet cafes and computer shops of at least 30 square meters in size may operate provided that they have a City business permit and maintain physical distancing of at least one meter between workstations. Natural ventilation should be used to the extent possible. Computer keyboards must be disinfected immediately after every use.

12. Libraries, Archives, Museums, and Cultural Centers. Libraries, archives, museums, cultural centers, and similar establishments may operate subject to minimum health protocols under Sec. 24 of these Guidelines. Such establishments are encouraged to use pre-booking online to avoid overcrowding among visitors. Group bookings shall be allowed up to a maximum of ten (10) persons. Walk-in visitors without prior reservations shall not be granted admission.

13. Events Venues. Event venues such as hotels, restaurants, ballrooms or function rooms, mall atriums, and the like may be used for trade shows, conferences, training, seminars, exhibitions, wedding receptions, celebrations and other special occasions as specifically identified under Joint Memorandum Circular No. 2021-001 of the Department of Tourism and Department of Trade and Industry, subject to social distancing and strict compliance with minimum health standards. For contact tracing purposes, organizers of these events are mandated to submit to the QC CESU a digital copy of the list of participants through the Kyusi Pass link.

14. Bazaars, Sales and Similar Events. Malls and similar establishments may hold sales, bazaars, tianges and similar events, provided that they comply with the following conditions: (i) enforce a capacity limitation that allows physical distancing of at least one meter among all customers (for example, not more than X number of persons inside at any one time); the capacity limitation shall be subject to review and modification by the Business Permits and Licensing Department and Market Development and Administration Department, if necessary; (ii) set up queuing areas with thermal scanning of guests or customers, and provide an adequate number of marshals that should enforce physical distancing within queues; (iii) establishments are encouraged to hold al fresco or outdoor events whenever possible; and (iv) the other common health protocols provided in these guidelines must be strictly enforced.

¹Category IV, Annex A, DTI M.C. No.

15. **Clothing Retail.** Fitting of clothes shall be allowed provided that if unpurchased, the establishment should promptly sanitize the fitted clothes with steam or UV light before returning them to the rack.

16. **Sale of Liquor.** Time-based restrictions on liquor sale are hereby lifted. Drinking outdoors or on sidewalks, etc. shall remain prohibited; persons may drink at home or inside restaurants or establishments. Drinking with friends and relatives from other households is discouraged to reduce the possibility of transmission.

17. **Travel Services.** Travel agencies, tour operators, reservation service and related activities may operate subject to minimum health protocols (use of face masks, physical distancing, etc.)

18. **Hotels and Accommodation Establishments.** A hotel or accommodation establishment may operate only if allowed to resume operations under a DOT Certificate to Operate, subject to any capacity limitations that the DOT may prescribe. Hotels and the like that have not obtained a DOT Certificate to resume operations may only accommodate the following: (i) guests with existing long-term bookings; (ii) healthcare workers for accommodation near their workplace; (iii) stranded or displaced individuals, repatriated overseas workers and the like; (iv) persons undergoing quarantine; (v) persons under other specialized programs as may be implemented by the Department of Tourism.

Restaurants and cafes within hotels and accommodation establishments may operate, provided that bars, gyms and spas within such establishments shall remain closed. However, any quarantined guests should not be allowed to dine-in or use the restaurants and cafes.

Hotels/accommodation establishments being operated as quarantine facilities must disclose the same to their other guests with signages clearly and adequately posted in common areas of the establishment. Guests of such establishments are encouraged to report any quarantine violations to the City Epidemiology and Surveillance Unit (CESU) by phone: 02-8703-2759 or 02-8703-4398; or by email at QCSurveillance@quezoncity.gov.ph.

Quarantine violators may be penalized under Republic Act No. 11332 (the Notifiable Diseases Act); Ordinance No. SP-2934, S-2020 (Localized Community Quarantine); Ordinance No. SP-2958, S-2020 (Individual Quarantine Protocols) and any other applicable law or regulation.

Establishments used as quarantine facilities must immediately inform CESU of any positive COVID-19 test results, and cooperate with CESU and the City Health Department regarding safe isolation and/or treatment of the patients concerned.

19. **Parks.** Open-air parks such as Quezon Memorial Circle, La Mesa Ecopark, Ninoy Aquino Parks and Wildlife and other similar establishments may operate at the discretion of their management, for non-contact exercise or sports activities such as walking, jogging, swimming, bicycling, tennis, badminton, etc., provided that physical distancing and other health and safety protocols are strictly followed. For special events inside parks, proper permits or clearances must be secured from the parks management, and other applicable offices.

20. **Gyms, Fitness Centers & Sports Facilities.** Gyms and sports facilities with

City business permits, whether outdoor or indoor, may operate subject to the following limitations:

- a. Gym equipment, devices, and paraphernalia shall be arranged in such a way as to allow at least two (2) meters of physical distancing among users at all times.
- b. Only individual workouts or sports shall be allowed. Group workout sessions (e.g. zumba, yoga, pilates, etc.) and contact sports shall be prohibited.
- c. Gym and sports equipment, devices, paraphernalia, chairs, tables, lockers and bathrooms shall be properly sanitized after every use.
- d. Saunas and common grooming stations should remain closed.
- e. The use of drinking fountains shall be strictly prohibited. Clients may bring their own water bottles or purchase bottled water.
- f. Gyms should strongly encourage their customers to bring their own towels. Linens, robes, and towels shall be changed with properly sanitized ones after each service.
- g. Sports facilities may not hold tournaments or mass sports activities except in accordance with the clause immediately below.

21. Sporting Events. Non-contact sports competition or practice may be held, with no or very limited audience. On the other hand, contact sports shall remain prohibited, except for professional contact sports which may be conducted in accordance with special authority from the sport's governing body, and the approval of the Regional IATF and the City Government through the Business Permits and Licensing Department. The event organizer should prepare a "sports bubble" plan including (i) strict observance of the health and safety protocols such as no live audience, contact tracing and designation of a health officer; and (ii) the boundaries and protocols of the "sports bubble" where all occupants shall be subject to quarantine and regular testing.

22. Personal Grooming Establishments. Personal grooming establishments (hair, nail and skin care, and full body massage), as well as pet grooming establishments with City business permits may operate subject to the following limitations:

- a. Employees should be equipped with face shields and face masks. Face shields should be sanitized regularly;
- b. Linens, robes, and towels shall be changed with properly sanitized ones after each service;
- c. Grooming equipment, devices and paraphernalia as well as service cubicles and workstations shall be properly sanitized before and after each service; and the waiting area shall be sanitized at regular intervals; and

- d. Tattoo and body piercing are prohibited.

Protective barriers with access holes for performing nail services or other services are encouraged, to the extent feasible.

23. Restricted Businesses. The following shall remain closed: (i) beerhouses and nightclubs (establishments primarily for serving alcohol), as well as videoke/KTV bars; and (ii) kids amusement centers, daycare centers and playhouses. Face-to-face classes shall continue to be prohibited in primary, secondary and tertiary schools except as may be specifically allowed by Department of Education and Commission on Higher Education regulations.

The following businesses shall remain closed pending evaluation of the recent surge in new COVID-19 variants and relevant health protocols:² (i) indoor cinemas; (ii) video and interactive game arcades; (iii) theme parks/funfairs.

24. Common Health Requirements. All establishments allowed under these Guidelines must have a City business permit, and should comply with the following minimum health protocols:

- a. All business establishments in Quezon City are mandated to use the Kyusi Pass digital contact tracing method for their employees and customers as far as feasible. Business owners are directed to secure a dedicated QR Code per establishment from the Business Permits and Licensing Department. For clarity, a lessee inside a larger establishment (such as individual stores inside malls) should have its own contact tracing log. Establishments that rely on manual contact tracing should encourage their customers to bring their own pens for logging in, and regularly sanitize their own pens. At the minimum, each establishment should log the name, address and contact number of all entering customers for contact tracing purposes. The City Epidemiology and Surveillance Unit (CESU) may, for purposes of disease surveillance, request a digital copy of an establishment's contact tracing log for a particular time period;
- b. Wearing of proper face masks; no face mask, no entry policy should be enforced;
- c. Regular **handwashing**, at least once per hour and after every encounter with a guest or client;
- d. Adequate **ventilation** (use of exhaust systems, air purifiers or keeping windows partially open);
- e. Frequent and thorough **disinfection**, especially of high-touch objects

²Sec. 9, Joint DTI and DOT Memorandum Circular No. 2021-001 provides that opening of new activities shall be subject to local government concurrence.

like buttons, railings, counters, door handles. Equipment used by multiple people, such as microphones, must be disinfected in between uses;

f. Persons exhibiting **COVID-19 symptoms**, such as fever, body aches, difficulty breathing, etc. must not be allowed to report for work and should be promptly isolated in accordance with Department of Health Memorandum No. 2020-0439 dated October 6, 2020 (Omnibus Guidelines on Prevention, Detection, Isolation, Treatment and Reintegration Strategies for COVID-19);


g. Appropriate **physical distancing** of at least one meter (at the minimum) between persons should be observed;

h. Appointment of a responsible person as a **safety officer** to monitor and ensure compliance with health standards.

i. Establishments aware of any confirmed COVID-19 cases among their staff or clients must **report** the same to the City Epidemiology and Surveillance Unit (CESU) by phone: 02-8703-2759 or 02-8703-4398; or by email at QCSurveillance@quezoncity.gov.ph.

25. **Compliance and Enforcement.** The member offices of the City's Law and Order Cluster, regulatory departments, the Barangays, and the QCPD shall continue enforcing the protocols contained in these Guidelines, consistent with the Memorandum from the Mayor on Warrantless Arrests dated 13 July 2020, including the use of Ordinance Violation Receipts (OVR). Violators may be penalized under the applicable provisions of Republic Act No. 11332 (the Notifiable Diseases Act); Ordinance No. SP-2985, S-2020 (Special Protection of Children Against COVID-19); Ordinance No. SP-2936, S-2020 (Requiring the Use of Face Masks); Ordinance No. SP-2934, S-2020 (Localized Community Quarantine); Ordinance No. SP-2350, S-2014 (Environmental Protection Code, specifically Chapter VII on Noise Nuisance); City Ordinance No. SP-85 S-1989 (Prohibiting Public Drinking) and other relevant laws. The City may suspend or revoke the business permit of establishments that violate these Guidelines. Citizens may also report violations to the City hotline number 122.

26. **Further Guidelines.** These Guidelines shall be subject to further issuances or circulars of the IATF, DTI or other relevant national government agencies. Citizens with any questions concerning these Guidelines may inquire with City hotline number 122.


MA. JOSEFINA G. BELMONTE
City Mayor