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## 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** : **Supplemental GCQ Guidelines**

**DATE** : March 14, 2021

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## BACKGROUND

In light of the recent alarming increase in COVID-19 cases in Metro Manila, the City hereby issues these Supplemental Guidelines on the implementation of General Community Quarantine. These Supplemental Guidelines shall take effect on March 15, 2021 and shall be effective until March 31, 2021.

## GUIDELINES

**1. Public Safety Hours.** Public safety hours shall be from **10 pm to 5 am**, provided that essential activities such as but not limited to market delivery operations or market *bagsakan*, food take-out and delivery, pharmacies, hospitals, convenience stores, and delivery of goods may operate on a 24 hour basis. Also, call centers, business process outsourcing (BPO) and other similar businesses that by nature operate 24 hours may continue to do so. On the other hand, restaurants, restobars and similar establishments must close their dine-in operations not later than 10 pm.

During public safety hours, all persons should be at home, except for persons (i) still out for purposes of work, or on the way home from work, 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.

**2. Workplaces.** Considering that data shows that a significant proportion of COVID-19 transmission occurs in the workplace, in addition to the health standards under the City's GCQ guidelines dated March 5, 2021, all Quezon City establishments shall stringently comply with the following:

**a. Covid-19 Task Force.** As far as feasible, establish a Workplace Covid-19 Task Force that will implement prevention, detection, contact tracing, isolation and management strategies of the company, office or store. Business establishments should update their online contact information and designate a Covid-19 hotline.

- b. Transportation.** Provide transportation alternatives for employees, as far as practicable, to reduce exposure on their daily commute.
- c. Entrances and exits.** To the extent feasible, entrances and exits must be separate to reduce mingling of foot traffic. Locate hand sanitizing stations and a contact tracing log (KyusiPass, as far as feasible) at each entrance. Also, as far as feasible, each entrance should have a temperature scanner. Refuse entry to any persons with temperature higher than 37.5 degrees Celsius.
- d. Face masks and face shields.** Refuse entry to persons without face masks and face shields. Face masks and face shields must be worn together at all times inside the establishment, in so far as practicable.
- e. Foot Traffic.** Foot traffic inside an establishment should be one-way, as guided by floor markers or other appropriate signage.
- f. Workstations.** Re-arrange furniture and office equipment to provide for a minimum distance of two meters between each workstation. To the extent feasible, install improvised dividers or acrylic barriers between workstations, especially in retail and customer-facing positions.
- g. Lunches and Breaks.** As far as practicable, employees should have lunches or breaks individually at their desks or only with employees from the same workgroup or department. Avoid having lunch or breaks with employees from a different workgroup/department. Stagger lunch breaks to lessen the congregation of employees.
- h. Alternative Work Schedules.** Implement alternative work schedules to lessen the number of employees inside the establishment at any time.
- i. Restroom Stalls and Sinks.** Tape off or deactivate stalls and sinks alternately so that persons using the facilities are at least one restroom stall or sink apart.
- j. Handwashing.** All employees and personnel must wash their hands at least once per hour, and after every encounter with a guest or client.
- k. Ventilation.** Promote adequate ventilation. To the extent feasible, keep windows partially open, use air filtration/exhaust systems and/or air purifiers. Close-off or decrease occupancy of areas with poor/inadequate air ventilation.
- l. Disinfection.** Conduct frequent and thorough disinfection, especially of high-touch objects like buttons, railings, counters, door handles. Equipment used by multiple people, such as microphones, must be disinfected in between uses. Use of ultraviolet germicidal irradiation (UVGI) devices is strongly recommended.
- m. Signage.** Place signage in highly visible locations within the workplace that remind employees and clients of health and safety protocols.
- n. Maximum Capacity.** Business establishments must post on their doors the maximum number of customers allowed inside their establishments at any time, to ensure that the business can maintain social distancing among all persons inside the establishment.
- o. No Smoking.** Strictly implement a no smoking policy in the workplace. Close-off designated smoking areas temporarily.
- p. Sick Leave.** Persons exhibiting COVID-19 symptoms, such as fever, body aches, difficulty breathing, etc. must immediately be placed on sick

leave and not be allowed to report for work. Persons who exhibit these symptoms while in the workplace 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).

**q. Mandatory Reporting.** Quezon City establishments aware of any confirmed positive COVID-19 cases among their employees or clients (regardless of the place of residence of the employee or client) 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](mailto:QCSurveillance@quezoncity.gov.ph).

**r. Employees Returning From Quarantine.** Employees that were quarantined due to a positive COVID-19 test result, or due to close contact with a positive case, should have a certificate of completion of quarantine from their Barangay before they may be allowed to return to work.

**s. Health and Safety Officer.** Appoint a responsible person as a health and safety officer to monitor and ensure compliance with health standards. The officer shall have the duty to coordinate with CESU in case of any contact tracing efforts involving the establishment.

**3. 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. 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.

#### **4. Additional Guidelines for Specific Businesses/Activities.**

**a. Sari-sari Stores.** *Sari-sari* stores (home-based micro retail stores) should close by 10 pm.

**b. Markets, Talipapas and Temporary Vending Sites.** Retail operations of markets, *talipapas* and vending sites must close by 10 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 days for families according to family names, sitios or streets, and the like.

**c. Stall owners, Kargadors and other Workers in Markets or Talipapas.** The foregoing must ensure at least one meter distance between and among themselves and customers. Vendors, *kargadors* and other workers must wear face masks and face shields at all times, and comply with all applicable health protocols.

**d. Hawkers/Ambulant Vendors.** Registered hawkers/ambulant vendors with the Market Development and Administration Department are allowed to sell/vend at duly identified/designated vending sites from 5:00 am to 10:00 pm provided that they strictly follow health and safety protocols. A no face mask, no face shield, no selling policy shall be implemented.

e. **Sabong.** The conduct of cockfighting, especially community cockfighting events such as *sabong* or *tupada*, shall remain strictly prohibited.

f. **Graduation/Oath-taking Ceremonies.** The conduct of physical graduation or oath-taking ceremonies involving more than ten (10) persons is hereby suspended. Virtual graduation or oath-taking ceremonies are encouraged.

g. **Swimming Pools.** The operation of swimming pools, including those in village clubhouses or private pools used as mini-resorts, shall be suspended, except for sports training purposes duly authorized by the Games and Amusements Board or other sport governing body or authority. Coaches shall be responsible for compliance with physical distancing and other minimum health standards.

h. **Gyms, Spas and Internet Cafes.** The operation of gyms, spas and internet cafes shall be suspended.

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

6. **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 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.

All returning OFs from January 1, 2021, who were not quarantined in any hotel or accommodation establishment for whatever reason, and are currently staying either in any residence, facility or establishment within Quezon City, must report to the Barangay and the CESU regardless of present health condition. The Barangays, the CESU and the QCPD Police Stations shall actively seek-out any of the said returning OFs within their respective jurisdictions and areas of responsibility.

7. **Barangay Quarantine Passes.** Barangays shall have the discretion to issue quarantine passes to their residents to limit movement, provided that a barangay may not close down any establishment without the approval of the City. The City may review and modify a barangay's quarantine pass policies or other health or safety measures to make the same consistent with applicable City or national guidelines, and to ensure unhampered essential movement.

**8. 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, on the Implementation of Existing Quezon City Ordinances to Combat COVID-19 dated 08 March 2021, and on the Incentive System for QCPD Police Station Performance in the Quezon City Government's Enforcement of Health Protocols dated 12 March 2021, including the use of Ordinance Violation Receipts (OVR).

**9. Duration.** These Supplemental Guidelines prevail over any previous guidelines and shall take effect from March 15, 2021 until March 31, 2021, unless extended. However, even after expiration of these Supplemental Guidelines, Sec. 6 above (Protocols for Returning Overseas Filipinos) shall continue to remain in force.



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