



MEMORANDUM

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

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

SUBJECT : **Community Pantry Guidelines**

DATE : April 23, 2021

BACKGROUND

During this period of public health emergency due to the COVID-19 pandemic, a number of citizens have set up “community pantries,” or temporary stalls providing free food to needy persons, in various parts of the City. The City wholeheartedly supports such endeavors, as they promote the spirit of civic-mindedness or *bayanihan* and help ease the economic difficulties related to the pandemic. Further, community pantries may be deemed humanitarian activities providing essential goods, which are allowed under IATF and City quarantine guidelines.

However, these pantries should be mindful of the need to comply with minimum health protocols, as well as ensure sanitation and orderliness in their surroundings. In this regard, Sec. 16, 17 and 455 of the Local Government Code authorize the City Mayor to, among others, issue measures to protect general hygiene and sanitation, deal with the effects of calamities, and promote public order and the general welfare. Hence, the City hereby issues these Guidelines for the proper governance of community pantries.

GUIDELINES

- 1. Coordination with Barangay.** A person or group intending to operate a community pantry is strongly encouraged to give written notice and coordinate with the Barangay where the pantry is located. The notice should indicate a responsible person who shall be accountable for the pantry, and who is preferably a resident of the Barangay concerned. For clarity, provided that the community pantry provides food to the public for free, no Barangay or City government permit or clearance shall be required for the pantry to operate.
- 2. COVID-19 Health Protocols.** Pantry attendants and staff should have face masks and face shields. Patrons must wear face masks at least. The pantry should implement a “no face mask, no service” policy.

Maintain at least one meter distance among persons in a queue.

Patrons are prohibited from eating or drinking in the vicinity of the community pantry. All food or drink shall be for take out only.

Prohibit patrons from unnecessarily touching or handling items on display.

3. Orderliness and Traffic. The pantry and the Barangay may coordinate regarding reasonable crowd control measures, such as: i) setting a cut off time for persons in a queue; ii) limiting the number of persons served in a day, or for certain time periods such as morning or afternoon; iii) using marshals to enforce health protocols and disperse overcrowding; iv) delineating locations for queues.

In this regard, the Barangay concerned should provide reasonable assistance through its *tanods* and/or Barangay Health Emergency Response Teams. The BHERTs may provide standby ambulance or medical facilities to the extent available.

The community pantry should avoid blocking any road or sidewalk. In this regard, the pantry may coordinate with the Barangay to minimize disruption to traffic. Also, the Barangay and pantry may coordinate to relocate the pantry to an alternative venue to better serve its beneficiaries, or to accommodate a greater number of persons.

4. Public Safety Hours. The community pantry may operate from 5 am to 8 pm, subject to any revision of the prevailing public safety hours.

5. Sanitation and Cleanliness. The community pantry should maintain cleanliness in its immediate vicinity. Cartons, plastic bags, ecobags or other containers, food scraps and waste must be properly disposed of.

6. Food Safety. The pantry operators shall assume responsibility for food safety. Food must be fresh or not expired, and no adulterated, spoiled or unsanitary foods shall be distributed.

7. Fairness. In light of reports of certain persons exploiting community pantries and taking more than their fair share, community pantries are encouraged to adopt a system to mitigate abuse or hoarding. For example, the pantries have the option to impose item limits per person or household; provide service only to bona fide local residents; use a points system, stubs or coupons to apportion goods; or limit the use of sacks or containers.

8. Enforcement. The member offices of the City's Law and Order Cluster, regulatory departments, and the Barangays, shall enforce these Guidelines. Law enforcement shall refrain from intervening except in cases of manifest breach of health or safety protocols. If a pantry organizer opted not to coordinate the concerned Barangay, the pantry organizer may be deemed to have assumed sole responsibility for any incidents arising from pantry operations.

9. Duration. These Guidelines shall take effect immediately and shall remain in force until otherwise modified or revoked by the City Mayor.


MA. JOSEFINA G. BELMONTE
City Mayor