



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 : **Updated GCQ Guidelines**

DATE : May 20, 2021

BACKGROUND

The Department of Trade and Industry clarified quarantine restrictions on business through Memorandum Circular No. 21-19, which among others, allows the opening of aesthetics, wellness and holistic centers, and other similar establishments. In this regard, the City hereby issues these Updated GCQ Guidelines, which shall take effect immediately.

GUIDELINES

1. **Public Safety Hours.** Public safety hours shall be from **10 pm to 4 am**, during which time all persons should be at home, except for persons (i) going to or returning from work in essential businesses, as shown by a 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. As an exception, religious gatherings may be held at up to 30% of venue capacity.¹

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,

¹ Sec. 4.11, IATF Omnibus Guidelines on Community Quarantine with Amendments as of May 06, 2021.

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. Allowed Businesses/Activities. General retail, manufacturing, trading, commercial and technical services may operate, including shopping centers and malls, except for the establishments listed under Sec. 6 below (No Operations Allowed) which shall remain closed. The immediately succeeding sections deal with specific requirements for particular establishments. All establishments must strictly comply with minimum health standards including physical distancing, wearing of face masks and other workplace guidelines under the Memorandum of the Mayor dated March 14, 2021.

5. Additional Guidelines for Specific Businesses/Activities. The following guidelines shall be enforced for specific businesses and activities:

a. Limited Indoor Dine-in. Restaurants and other food establishments may provide indoor and outdoor dine-in services from 4 am to 10 pm, provided that they comply with the minimum standards under the Safety Seal Program.² These minimum standards include the following: customers should be a minimum of one seat apart or be separated by a clear barrier; implementation of contact tracing, temperature checks before entry, available handwashing stations, physical distancing, and regular disinfection; and use of face masks and face shields by staff and customers.

For clarity, establishments may provide take-out or delivery services at any time, even during public safety hours.

b. Limited Personal Care Services. Beauty salons, beauty parlors, barbershops, and nail spas, medical aesthetic clinics, cosmetic or derma clinics, reflexology, aesthetics, wellness spas, holistic centers and other similar establishments; acupuncture and electrocautery establishments³, may open from 4 am to 10 pm provided that staff must wear face masks and face shields. On the other hand, customers must wear face masks at all times.

c. Liquor Window Hours. Establishments may sell liquor on retail between **4 am to 10 pm**. On the other hand, cargo vehicles may transport liquor to dealers at any time, even during public safety hours. Liquor may be consumed within the premises of duly licensed establishments, or at home. Drinking on public places such as sidewalks or streets etc. shall be strictly prohibited.

d. Sari-sari Stores. Considering that *sari-sari* stores are typically located in densely populated residential areas, *sari-sari* stores may open only from 4 am to 10 pm.

e. Carinderias/Eateries, Bakeries. Neighborhood bakeries and carinderias/eateries may continue to provide take out and food delivery services even during public safety hours.

f. 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

² DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01.

³ Sec. 1.b, DTI Memorandum Circular 21-19.

that they strictly follow health and safety protocols. A no face mask, no face shield, no selling policy shall be implemented.

g. Markets, Talipapas and 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 schedule for families according to family names, sitios or streets, and the like. Regular disinfection of markets is hereby mandated.

h. Factories and Construction Sites. Public and private construction, including home renovation and repair, may continue. 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.

i. 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. 13 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.

j. 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. If the establishment is used as a quarantine facility, the quarantined guests must be restricted to their rooms, and food and supplies should be delivered directly to their rooms.

k. Schools. Face-to-face or in-person classes shall remain suspended subject to Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA) and Department of Education (DepEd) guidelines for higher, technical/vocational and basic education respectively.

l. Outdoor Tourist Attractions. Outdoor tourist attractions such as parks and open-air entertainment venues may open at 30% venue capacity, subject to strict compliance with minimum health protocols.

m. Special Authority from the Department of Tourism. Other tourist attractions with special authority from the Department of Tourism may be allowed to operate in accordance with the terms and conditions of such special authority.

6. No Operations Allowed. The following establishments or activities shall not be allowed:

a. Indoor entertainment venues including theaters and cinemas, and indoor venues with live performers such as bars, karaoke bars, clubs, and concert halls;

- b. Recreational venues such as internet cafes, billiard halls, amusement arcades, bowling alleys, and similar venues;
- c. Fairs/*peryas*, kid amusement industries such as playgrounds, playroom and kiddie rides;
- d. Outdoor contact sports activities (e.g., basketball, football); provided that professional or amateur teams may conduct sports training under the “closed circuit” or “sports bubble” concept as may be authorized by the Games and Amusements Board, Philippine Sports Commission or other appropriate sports governing body.

Outdoor non-contact sports or exercise shall be allowed, including but not limited to walking, running, biking, swimming, tennis, badminton, golf, range shooting and archery. Outdoor swimming pools may operate.

Indoor sports venues, fitness studios and gyms shall remain closed.⁴

- e. Casinos, horse racing, cockfighting and operation of cockpits (especially community cockfighting events such as *sabong* or *tupada*), lottery and betting shops (including e-games and e-bingo activities) and other gaming establishments except for the draws conducted by the Philippine Charity Sweepstakes Office;
- f. Indoor attractions, libraries, archives, museums, galleries, and cultural shows and exhibits; and
- g. Hotel function rooms and similar facilities for purposes of meetings, incentives, conferences, and exhibitions and other events.

7. 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.

8. 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 subject to compliance to age protocol requirement (under 18 and over 65 not allowed). 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. Requests for reconsideration to the barangay shall not be entertained.

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)⁵, 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.

⁴ par. 2, Sec. 1, DTI Memorandum Circular 21-19.

⁵ CESU phone: 02-8703-2759 or 02-8703-4398; or email at QCSurveillance@quezoncity.gov.ph

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).

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 that wish to close any 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 allowed 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 Guidelines shall prevail over any previous guidelines and shall take effect immediately. These Guidelines shall be subject to further regulations from the IATF or other relevant national agency.



MA. JOSEFINA G. BELMONTE
City Mayor