



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 ECQ Guidelines**

DATE : August 9, 2021

BACKGROUND

Due to the surge of COVID-19 cases because of the Delta variant, the Inter-Agency Task Force (IATF) resolved to place the National Capital Region under enhanced community quarantine (ECQ) starting on August 6, 2021. Also, on August 5, 2021, the IATF issued Omnibus Guidelines on the Implementation of Community Quarantine, as well as updated rules on authorized persons outside their residences (APOR). In this regard, the City hereby issues these Updated ECQ Guidelines, which shall take effect immediately.

GUIDELINES

1. Public Safety Hours. Public safety hours shall be **8 pm to 4 am**, provided that the City may modify these hours at any time subject to a Metro Manila Council (MMC) resolution. During public safety hours, all persons should be at home, except for persons (i) going to or returning from work in ECQ allowed businesses and agencies as shown by company ID, work ID, APOR ID or other official ID; (ii) with confirmed vaccination schedule as shown by text message/email from the City Government (for first dose) or vaccination card; (iii) dealing with emergencies; or (iv) traveling for purposes of air/sea travel as shown by pre-booked tickets.

As a further 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, delivery of essential goods, water refilling stations and laundry shops, call centers, business process outsourcing (BPO), other businesses exporting goods or services, as well as other businesses mentioned under Sec. 5 below.

2. Limited Gatherings. Gatherings of more than 10 persons shall be prohibited, except when strictly indispensable for work, government or humanitarian purposes. These exceptions shall be strictly limited to door-to-door distribution of *ayuda* (such as but not limited to financial assistance, medical assistance, food packs, etc.), the social amelioration program, vaccination activities and other highly essential activities, which

in any case should be duly coordinated with and authorized by the City Government through an application to the Department of Public Order and Safety at least five (5) days in advance.

In any case, the group handling the actual door-to-door distribution should not exceed 10 persons, including any officials, community representatives or guides traveling with the donors. Donations of food or materials should be left in front of beneficiaries' houses for contactless distribution. The beneficiaries should not be allowed to come out of their houses and congregate around the donor group.

For cash distribution, the beneficiary list must be staggered through hourly schedules to prevent overcrowding at the distribution venue. Beneficiaries shall not be allowed to loiter around the cash distribution area before or after their designated schedule. The City Mayor or the Law and Order Cluster may provide further guidelines through additional memoranda.

Physical religious gatherings shall not be allowed. Priests and ministers may hold services within their institutions, but only for video streaming and without a physical audience.

Wakes, funerals and internment may be allowed but must be limited to immediate family members only in accordance with Sec. 7 below, and shall strictly observe minimum public health standards.

Even if a gathering takes place under an exceptionally allowed purpose above, the organizer, venue owner or operator may be held liable for any health protocol violations, aside from the liability of the participants themselves.

All organizers of allowed gatherings should record the names and contact details of all attendees and beneficiaries. As much as is practicable, such gatherings must be held in open air venues. However, if the gathering takes place in a venue such as a function room, meeting hall, mall or building, KyusiPass digital contact tracing should be used. Manually recorded data must be captured in a database-friendly format and submitted to City authorities upon demand. The organizers shall likewise strictly enforce crowd control measures, physical distancing of no less than two-meters, and the wearing of face masks and face shields.

If violations of health protocols are observed, the DPOS shall refer the matter to the appropriate members of the Law and Order Cluster, including the Philippine National Police, for appropriate investigation and the imposition of sanctions where warranted.

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, medical appointments, vaccination, passport appointments and other appointments for government services), or when necessary for work in a permitted business.

The establishment of Child-Friendly Safe Zones under the Memorandum of the Mayor dated July 14, 2021 shall remain suspended.

Persons leaving home should have: (i) a company ID or work ID from an ECQ allowed business or agency, or (ii) a quarantine pass issued by the barangay; or (iii) proof of appointment for medical, government or other indispensable services, such as medical, dental, vaccination or passport appointments.

The barangay shall issue the quarantine pass to not more than one (1) person per household, preferably to a person that is fully-vaccinated and who otherwise does not have a company ID, work ID or other official ID from an ECQ allowed business or agency. The pass shall be non-transferable, and should have the bearer's name and picture.

Persons employed for ECQ allowed work outside their residence that might not have official company IDs, such as family drivers or employees in micro businesses, may present their driver's license, postal ID or other government-issued ID, and any written certification from their employer, as proof of employment.

City Government department heads or Barangay captains directly executing vaccination, humanitarian or government service activities may issue IDs to bona fide volunteer workers actually assisting in such activities. Volunteers shall be engaged only due to urgent necessity arising from lack of manpower.

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. Special Guidelines. The following guidelines shall be enforced for specific businesses and activities:

- a. No Dine-in.** Restaurants and other food establishments may not provide dine-in services, whether indoor or outdoor. However, such establishments, including neighborhood bakeries and carinderias/eateries, may provide take-out or delivery services at any time, even during public safety hours.
- b. Sari-sari Stores.** Considering that *sari-sari* stores are typically located in densely populated residential areas, *sari-sari* stores must close from 8 pm to 4 am.
- c. Hawkers/Ambulant Vendors.** Hawkers/ambulant vendors with permits from the concerned barangay or Market Development and Administration Department may sell food and non-alcoholic beverages, even after public safety hours, provided that they strictly follow health and safety protocols, including use of face masks and face shields.
- d. Liquor Ban.** The retail sale and delivery of liquor at any time shall be banned.
- e. Exercise and Sports.** For the ECQ period, no sports or exercise, including individual outdoor exercise such as jogging or biking, shall be allowed. All indoor or outdoor sports or exercise facilities, including gyms and courts, shall remain closed.
- f. Personal Care Services.** Barber shops, nail spas, parlor and salon establishments must close until further notice.
- g. No Hoarding.** To prevent panic buying and hoarding, the Business Permits and Licensing Department shall enforce the limits on the number of items per person under Ordinance No. SP-2948, s. 2020.¹
- h. Capacity Limitations and Ventilation.** All essential businesses that operate indoor facilities, such as supermarkets, *palengkes* and the like, must limit capacity to the extent necessary to ensure at least two (2) meters distance among customers. Such businesses must either ensure sufficient ventilation through open windows, or maintain efficient air conditioning systems in accordance with applicable building and health standards. The Business Permits and Licensing Department and the Department of the Building Official shall conduct random inspections of such establishments to ensure compliance with the foregoing.

¹ Ordinance No. SP-2948 s. 2021 entitled, *An Ordinance Amending Ordinance No. SP-2914, s. 2020, 'An Ordinance Regulating The Selling Of Basic Necessities During Calamities And Other Emergency Situations Occurring Within The Territorial Jurisdiction Of Quezon City.'*

5. Businesses Allowed during ECQ. No business shall be allowed to conduct operations on-site, except for the following. For clarity, allowed activities shall also include essential support personnel such as drivers, contractors and suppliers of the activities mentioned below:²

With full operational capacity:

a. Healthcare and Medical. Public and private hospitals; health, emergency, and frontline services, including those provided by dialysis centers, chemotherapy centers, HMOs, health insurance providers, disaster risk reduction management officers, and public safety officers, and the like; manufacturers of medicines and vitamins, medical supplies, devices, and equipment, including suppliers of input, packaging, and distribution;

b. Food. Industries involved in agriculture (crops, fruits, vegetables, livestock, and poultry), forestry, fishery, and such other components of the food value chain and their workers, including farmers and fisherfolks; urban agriculture, including urban farmers and urban farming suppliers; manufacturing related to food and other essential goods such as but not limited to soap and detergents, diapers, personal hygiene products, toilet paper, and wet wipes, and disinfectants; food preparation establishments such as kiosks, commissaries, restaurants, and eateries, but limited to take-out and delivery;

c. Essential Retail. Essential retail trade and service establishments such as public markets, supermarkets, grocery stores, pop-up community markets duly issued a special permit by the Business Permits and Licensing Department, convenience stores, pharmacies or drug stores, hardware, office supplies, bicycle shops, laundry shops, and water-refilling stations;

d. Logistics and Transport. Logistics service providers (delivery and courier services; cargo handling; warehousing; trucking; freight forwarding; shipping, port and terminal operators); logistics suppliers, contractors and ancillary services (i.e. drivers, conductors, terminal workers); public transport providers and operators, subject to Department of Transportation restrictions;

e. Construction. Residential, housing and commercial construction, provided that workers are housed on-site and subject to strict compliance with minimum health protocols³; if on-site housing is not possible, the employer should provide a shuttle service to minimize contact between the workforce and locality;⁴ essential and priority construction projects, whether public or private, in accordance with the guidelines issued by the Department of Public Works and Highways (DPWH); companies that manufacture, distribute, and/or supply equipment or products necessary to perform construction or maintenance works, such as cement and steel, or spare parts; and contractors, subcontractors and consultants of the foregoing construction projects;

f. Ayuda Finance. Public and private financial service providers involved in the distribution of government grants and amelioration subsidies; and

g. Export. Business process outsourcing establishments (BPOs) and export-oriented businesses.

At a maximum of fifty percent (50%) on-site capacity:

a. Media. Media establishments and their total permanent staff complement, inclusive of reporters and other field employees.

² Sec. 2.4, IATF Omnibus Guidelines on Community Quarantine dated May 20, 2021.

³ DPWH Department Order No. 33 s. 2021.

⁴ Sec. III.B.19, DPWH Dep. Order No. 30 s. 2021.

With an on-site skeleton workforce:⁵

- a. Healthcare (Non-Aesthetic) Clinics.** Dental, rehabilitation, optometry, and other medical clinics, including veterinary clinics, for the treatment of illness or injuries, with strict observance of infection prevention and control protocols. Dental procedures shall be limited to emergency cases only, with mandatory full Personal Protective Equipment (PPEs) by dentists and attendants. Home service therapy for Persons with Disabilities (PWDs) shall be allowed;
- b. Finance.** Banks, money transfer services, including pawnshops only insofar as performing money transfer functions, microfinance institutions, and credit cooperatives, including their armored vehicle services, if any; and capital markets;
- c. Utilities.** Water supply and janitorial/sanitation services and facilities, including waste disposal services, as well as property management and building utility services; the energy sector (oil, gas, and power companies), their third-party contractors and service providers, including employees involved in electric transmission and distribution, electric power plant and line maintenance, electricity market and retail suppliers, as well as those involved in the exploration, operations, trading and delivery of coal, oil, crude or petroleum and by-products (gasoline, diesel, liquefied petroleum gas or LPG, jet oil, kerosene, lubricants), including gasoline stations, refineries, and depots, LPG stations or any kind of fuel; telecommunications companies, internet service providers, cable television providers, including those who perform indirect services such as the technical, sales, and other support personnel, as well as the employees of their third-party contractors doing sales, installation, maintenance, and repair works; provided that in any case, any of the foregoing utility establishments may mobilize its workforce and operate to the extent necessary to maintain uninterrupted services.
- d. Equipment and Vehicle Maintenance/Support.** Establishments engaged in repair and maintenance of machinery and equipment, for households and essential permitted establishments; establishments engaged in repair and maintenance of motorized and non-motorized vehicles, including the sale of spare parts; airline and aircraft maintenance, pilots and crew, and employees of aviation schools for purposes of the pilot's recurrent training for flight proficiency and type rating using simulator facilities; ship captains and crew, including shipyard operations and repair;
- e. Security and Authentication.** Security personnel licensed by the PNP; printing establishments authorized by the Bureau of Internal Revenue and those contracted by other government agencies;
- f. Limited Professional Services.** Funeral and embalming services; leasing of real and personal properties; employment activities that involve the recruitment and placement for permitted sectors; teachers, professors and other staff for purposes of conducting online/offline, and flexible classes, completion of grades, and processing of student credentials, requirements and documents; lawyers, when necessary to provide on-site legal representation to protect rights of persons, whether natural or juridical; and
- g. E-Commerce.** All other establishments to the extent necessary for the selling/trading of goods or services via the internet.

⁵ The establishment may increase the on-site workforce if necessary to prevent interruption of services, provided that if the workforce exceeds skeleton levels, they should be fully vaccinated.

6. Restrictions on Allowed Public Transportation. In any public transportation allowed to operate, passengers must be one seat apart. Tricycles shall have only one passenger, specifically one person in the cab/sidecar. 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.

The Law and Order Cluster, under the supervision of Task Force Delta Variant, shall intensify inspection of public transport vehicles plying throughout the City, including provincial buses and UV express services in the Cubao area and other public and private terminals. These inspections shall check for any individuals with symptoms who may be entering the City. If any are found, law enforcement shall immediately isolate and turn-over the symptomatic persons to City Health authorities for contact tracing and treatment.

7. Interment/Burol. Memorial parks, cemeteries, columbariums, funeral parlors and the like may operate subject to strict compliance with health protocols. 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, COVID-19 deceased should be cremated within 12 hours of death. After cremation, immediate family of not more than ten (10) persons may hold a wake or otherwise visit the remains of the COVID-19 deceased.

8. 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)⁶, 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.

Building managers must maintain a log of all building guests and visitors, including addresses and contact information, strictly using KyusiPass. 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. 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 concerned Barangay and CESU.

9. KyusiPass Contact Tracing. Allowed business establishments in Quezon City shall strictly implement the Kyusi Pass digital contact tracing method. 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, an allowed lessee inside a larger establishment (such as individual stores inside a

⁶ CESU phone: 02-8703-2759 or 02-8703-4398; or email at QCSurveillance@quezoncity.gov.ph

mall) should also have its own KyusiPass contact tracing log. National government institutions within Quezon City may also request for a KyusiPass QR code from the same email address. All establishments, institutions and facilities are now required to provide their QR code scanners as mandated under the City's Kyusi Pass Ordinance.

The Business Permits and Licensing Department shall inspect all business establishments to determine/evaluate compliance with the national government's Safety Seal program.

10. Special Concern Lockdowns and Individual Quarantine. 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 transmission due to widespread health protocol violations or other relevant factors.

No home quarantine shall be allowed for confirmed COVID-19 cases and symptomatic close-contacts. All confirmed cases and symptomatic close contacts shall be transferred to the City's hospitals, HOPE community caring facilities, barangay isolation facilities and national government accredited isolation hotels. Violators may be issued with Ordinance Violation Receipts (OVR). As an alternative measure to prevent imminent depletion of quarantine capacity, the City Government may declare a modified Special Concern Lockdown over the concerned dwelling, or authorize the dwelling as a temporary quarantine facility, subject to inspection by health authorities.

11. 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.

12. 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. All returning OFs must complete the prescribed quarantine period for overseas returnees under Bureau of Quarantine (BOQ) protocols. In no instance shall a returning OF be allowed to take public transportation, unless the mandatory BOQ quarantine period has been completed.

The Quezon City Oplan Kalinga Technical Working Group, created pursuant to City Executive Order No. 39, S-2020, shall intensify its monitoring and inspection of the concerned hotels and other accommodation establishments.

13. City Employees' Duty to Report for Work. All employees and officers of the Quezon City Government shall physically report for duty except those with comorbidities, who may be allowed to work from home. Department heads shall determine whether an employee must report physically or shall be allowed to work from home.

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, 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. These Guidelines shall be subject to applicable regulations from the IATF or other relevant national agency.



MA. JOSEFINA G. BELMONTE
City Mayor