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MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office
Bureau Directors – BMB, FMB, EMB, MGB, EMB NCR
Regional Executive Director – NCR

FROM : The Director
Administrative Service

SUBJECT : MEMORANDUM FROM THE OFFICE OF THE MAYOR
DATED JANUARY 3, 2022

DATE : JAN 13 2022

We are providing, for your information and guidance, a copy of the Memorandum dated January 3, 2022 entitled “2022 GUIDELINES FOR ALERT LEVEL 3 IN QUEZON CITY”.

ROLANDO R. CASTRO



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 : **2022 Guidelines for Alert Level 3 in Quezon City**

DATE : January 3, 2022

BACKGROUND

On December 31, 2021, Inter-Agency Task Force (IATF) Resolution No. 155 placed the National Capital Region on Alert Level 3 status. Hence, the City hereby issues these Guidelines for Alert Level 3, effective immediately. Note that for purposes of these Guidelines, a person shall be deemed "fully vaccinated" upon completing the prescribed doses of a COVID-19 vaccine at least two weeks previously, as shown by a duly-issued vaccine card and a valid ID.

GUIDELINES

1. **Disciplinary Hours for Minors.** The City Law and Order Cluster shall strictly enforce disciplinary hours for minors under Ordinance No. SP-2301 s. 2014, specifically that minors shall be prohibited from loitering in public places from 10 pm to 5 am.
2. **Limited Gatherings.** Gatherings for no specific purpose (e.g., gatherings merely for loitering, and not for work, for specific social or milestone events, humanitarian or religious purposes) shall be prohibited. Gatherings in residences with individuals not belonging to the same household shall be prohibited. In any case, no distribution or gathering of any kind shall be allowed in a Special Concern Lockdown Area, except under highly exceptional circumstances specifically authorized by the City Government.
 - a. **Humanitarian/Community Services or Activities.** The service or activity concerned should be duly coordinated with and authorized by the City Government through the Department of Public Order and Safety, at least two (2) days in advance. Any such activity shall be subject to minimum health protocols including the use of face masks and physical distancing. The beneficiary list should be staggered through hourly schedules to prevent overcrowding at the venue. As much as possible, provide chairs set apart by at least two meters to avoid close contact. Beneficiaries shall not be allowed to loiter around the cash or kind distribution area before or after their designated schedule.
 - b. **Religious Services.** Religious gatherings shall be allowed for fully vaccinated persons for up to 30% capacity indoors and 50% capacity outdoors, subject to physical distancing, use of face masks and other minimum health

protocols. Religious ministers and their assistants conducting services must also be fully vaccinated. The religious establishment should appoint a safety officer, who shall ensure that attendees present their vaccine card and valid ID prior to entry indoors.

c. **Wakes/Funerals.** Wakes/funerals may be conducted (including at home) but must be limited to immediate family members only, and provided that there shall be a strict prohibition on other activities such as but not limited to gambling, drinking of alcoholic beverages, videoke, etc. Eating, drinking and other activities that require the removal of face masks are strongly discouraged. Non-COVID-19 deceased should be buried or cremated after a maximum of three days of wake, provided that immediate family may visit the remains of the deceased during the three day period. On the other hand, COVID-19 deceased should be cremated within 12 hours of death. After cremation, immediate family may hold a wake or otherwise visit the remains of the COVID-19 deceased, for a maximum of three days. "Immediate family" means the parents, children and spouse of the deceased. If the wake/funeral is held at home, members of the concerned household may also attend.

3. **Limited Movement.** All persons are highly encouraged to limit activities out of the home, and businesses are encouraged to adopt work-from-home arrangements to the extent possible. Unvaccinated persons, regardless of age, must remain home, except as specified below:

a. **Essential Reasons.** Unvaccinated persons may leave home when necessary to obtain 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 as shown by a work ID or employer's certificate.

b. **Fully-Vaccinated Persons.** Fully-vaccinated persons, regardless of age, may leave home for non-essential reasons such as dining, shopping, and entering cinemas, provided that he or she should be able to present his or her vaccine card and valid ID prior to entry into the concerned establishment, or at any time when in a public place upon request by the authorities. The following table summarizes movement restrictions under these Guidelines:

Activity	Minors, Adults and Seniors	
	Unvaccinated	Vaccinated
Essential activities (work, take-out food, medical, government services, etc.)	Yes	Yes
Outdoor individual non-contact sports/exercise, for individuals only (jogging, biking, badminton, golf, etc)	Yes	Yes
Group non-contact sports or exercise, whether indoor or outdoor (zumba, group yoga, etc.)	No	No
Contact sports, whether indoor or outdoor (basketball, football, etc.)	No	No (except in bubble-type format under national sports body)
Outdoor dine-in	No	Yes
Indoor dine-in	No	Yes
Indoor cinema	No	Yes

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

a. **Dine-in.** Restaurants, kiosks, commissaries, eateries, restobars and other food establishments may provide indoor dine-in services at up to 30% capacity, and outdoor dine-in at 50% capacity, only for fully vaccinated persons. Employees of the establishment should also be fully vaccinated.

b. **Personal Care Services.** Barbershops, salons, and hair/nail care facilities, and also aesthetic clinics, cosmetic or derma clinics, wellness spas and massage therapy facilities may provide indoor services at up to 30% capacity, and outdoor services at 50% capacity, only for fully vaccinated persons. Employees of the establishment should also be fully vaccinated.

c. **Liquor Selling.** Liquor may be sold, provided that drinking on sidewalks and other public places (i.e., not inside a home or establishment) shall remain prohibited. As an exception, the sale of liquor shall be banned inside Special Concern Lockdown areas.

d. **Exercise and Sports.**

i. **Outdoor Non-Contact.** Individual outdoor non-contact exercise or sports, such as jogging or biking, golf, badminton, tennis, and swimming, shall be allowed for all ages regardless of vaccination status, up to 50% of outdoor capacity, subject to physical distancing of at least two meters between persons. No group activities may be conducted.¹ However, unvaccinated persons shall be allowed to engage in such exercise only within the general area of their residence, e. g., within the barangay, purok, subdivision, or village.

Outdoor sports facilities, such as sports courts and outdoor swimming pools, may open for the above purposes. (A facility shall be considered "outdoor" even if it has a roof supported by posts, as long as it is not walled-in.) Barangay and City officials shall be empowered to issue OVRs on persons that, in the officials' reasonable discretion, are loitering instead of engaging in actual exercise.

ii. **Indoor Non-Contact.** Indoor sports or exercise facilities, including gyms, fitness studios and indoor swimming pools, may operate for non-contact sports or exercise, for fully-vaccinated persons only, for up to 30% of indoor capacity. Facility staff should also be fully vaccinated. Note that swimming pools may also operate for recreational purposes as provided in Sec. 4.i.v below.

iii. **Contact Sports.** Contact sports such as basketball, football, volleyball and martial arts, shall be allowed only under a bubble-type format conducted under a recognized national sports governing body, provided that participants should be fully vaccinated. Audiences shall remain prohibited, except to the extent allowed on a case-by-case basis under the bubble-type set up, and must also be fully vaccinated. Maximum indoor capacity shall be 30% and maximum outdoor capacity shall be 50%, subject to physical distancing requirements. Contact sports organizers may apply for approval of their bubble-type arrangement by writing to the Business Permits and Licensing Department with copy to the Office of the City Administrator, attaching copies of the organizer's (i) national sports body accreditation or equivalent document; and (ii) details of the bubble set up and health and safety plan.

¹ Sec. 4.3.I, IATF Guidelines on the Implementation of Alert Levels System.

iv. Tournaments / Sports League (*Palaro/Liga*). Community tournaments or *liga* for sports, whether contact or non-contact, shall remain prohibited, except for those conducted under a recognized national sports governing body in accordance with a bubble-type set up, as provided immediately above.

e. Hotels. Hotels and other accommodation establishments may operate only to the extent allowed by a specific Department of Tourism (DOT) authority to operate, such as for staycation or quarantine purposes and must be in strict compliance with DOT capacity and guest limitations and guidelines. If an accommodation 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.

f. Public Transportation. The maximum capacity of jeepneys, buses, taxis and the like should not exceed 70% or other capacity limit that the LTRFB may impose from time to time.

In light of the national government's policy to ease transportation restrictions, the City shall likewise increase the allowed capacity of tricycles to three passengers, specifically up to two persons in the cab/sidecar and one backrider. E-trikes and similar vehicles shall have a maximum capacity of 70%. Passengers and the driver must have face masks.

g. Education and Licensure. Primary and secondary educational institutions shall not conduct face-to-face classes unless specifically authorized by the Department of Education in accordance with Department of Education and Department of Health Joint Memorandum Circular No. 1 s. 2021 dated September 27, 2021. On the other hand, tertiary and other types of educational institutions may conduct face-to-face classes in accordance with specific approval from the Commission on Higher Education or relevant national governing authority. Also, licensure, entrance/qualifying exams and other speciality exams shall require specific approval from the concerned national government agency.

h. Shopping Malls. Shopping malls shall request presentation of a vaccine card and valid ID prior to entry. However, if a person does not have a vaccination card and valid ID, he or she shall be allowed entry only for purposes of acquiring essential goods or services. In this case, the establishment should list down the intended destination (e.g., grocery, clinic, etc.), name, contact number and barangay of the unvaccinated person and submit the same to the City government for vaccination purposes. Individual shops inside the mall should also request vaccine cards and valid IDs prior to entry, and refuse entry to the unvaccinated if the shop does not provide essential goods or services (e.g. food, medicine, courier, hardware, repair, government services). The shopping mall should also request persons loitering in the mall to present their vaccine cards and valid IDs.

i. Other Businesses. The following establishments or activities may operate at a maximum of 30% indoor capacity and 50% outdoor capacity, for fully vaccinated persons only. All workers in these establishments must be fully vaccinated and minimum health standards shall be strictly maintained.

i. Venues for meetings, incentives, conferences, and exhibitions (MICE); the use of the KyusiPass contact tracing app is required when these venues are in use,

ii. Venues for social events such as parties, wedding receptions, engagement parties, wedding anniversaries, debut and birthday parties, family reunions, and bridal or baby showers.

iii. Visitor or tourist attractions such as libraries, archives,

museums, galleries, exhibits, parks, plazas, public gardens, scenic viewpoints or overlooks, and the like;

iv. Amusement parks or theme parks;

v. Recreational venues such as internet cafes, billiard halls, amusement arcades, bowling alleys, skating rinks, archery halls, swimming pools, and similar venues; and

vi. Cinemas and movie houses, subject to strict compliance with applicable ventilation standards and provided that entry is limited to fully-vaccinated individuals.

All businesses specifically mentioned under Sec. 4 should have a Safety Seal Certification as issued by the Business Permits and Licensing Department or other relevant authority. Businesses without a Safety Seal may be subject to suspension or closure by the City Building Official or the Business Permits and Licensing Department, if significant violations of minimum health standards are found. The City Building Official and the Business Permits and Licensing Department shall conduct random inspections to enforce these Guidelines.

Businesses with a Safety Seal, and which faithfully enforce compliance with the presentation of vaccine cards with valid IDs and other minimum health standards, may increase their allowed capacity to 60% indoors and 80% outdoors.²

5. Generally Allowed Businesses/Activities. Aside from the businesses listed above, general retail, manufacturing, trading, commercial and technical services may operate subject to the same capacity restrictions, and subject to the minimum health standards under Sec. 7 below, except for the establishments/activities listed under Sec. 6 below (No Operations Allowed) which shall remain prohibited.

6. No Operations Allowed. The following establishments or activities shall not be permitted to conduct operations on-site:

a. Funfairs/*peryas*, and kid amusement industries such as computer/gaming arcades, playgrounds, playroom, and kiddie rides;

b. Venues with live voice or wind-instrument performers and audiences such as in videoke/karaoke bars, clubs, concert halls, and theaters; (For clarity, performances without live voice or wind instruments, such as piano, guitars/stringed instruments and electronic music, shall be allowed.)

c. Cockfighting and operation of cockpits (unless allowed by the IATF or national government). Gaming activities exempted by IATF or national government issuances may operate, such as casinos, authorized agents of the Philippine Charity Sweepstakes Office, horse racing including off-track betting but limited to selling of tickets, betting shops, e-bingo and electronic gaming and other gaming sites.³

7. Minimum Health Standards / Avoiding the "3 Cs". All establishments must, to the greatest extent feasible, implement minimum health standards to avoid or mitigate the following "3 Cs": i) **confined** spaces with poor ventilation; ii) **crowded** places with no physical distancing; and iii) **close-contact** settings with face to face interaction.

² Sec. 1.6 of the IATF Guidelines on the Implementation of Alert Levels System provides that local governments that have achieved more than 70% vaccine coverage for priority group A2 and A3 may add 20% to the allowed venue capacity. Also, establishments with a Safety Seal may add 10% to the allowed capacity.

³ Letter of PAGCOR Compliance Monitoring and Enforcement Department dated May 12, 2021; Memorandum of the Executive Secretary dated Sept. 16, 2021; Memorandum of PAGCOR I-Gaming Licensing and Regulations Group dated Set. 17, 2021.

- a. **Confined.** Establishments that necessarily provide services in confined spaces must either ensure sufficient ventilation through open windows, or maintain efficient air conditioning systems in accordance with applicable building and health standards.
- b. **Crowded.** Establishments should maintain at least two meters distance among all persons, with one-meter distance as the absolute minimum when completely unavoidable under the circumstances. The use of clear barriers between persons is also encouraged.
- c. **Close-Contact.** Establishments should implement contactless transactions whenever feasible, such as using online facilities, touchscreens, or placing cash in baskets instead of transferring hand-to-hand. When face-to-face transactions are unavoidable under the circumstances, the establishment must strictly enforce the use of face masks, as well as ensure sufficient ventilation as prescribed above. Further, high-touch surfaces such as buttons, switches, handles, doorknobs, counters, faucets, sinks and the like should be regularly disinfected.

Establishments must appoint a safety officer to ensure compliance with the foregoing and the other health standards under these Guidelines, including but not limited to verification of vaccine cards and valid IDs. Customers should present their vaccine card and valid ID prior to entry indoors. Also, the establishment's employees must be able to present their vaccine card and valid ID to customers upon request.

If an establishment violates these Guidelines or other applicable health standards, the City Government may, as an emergency health measure, order its suspension or closure for violation. The Business Permits and Licensing Department and the Department of the Building Official shall conduct random inspections to ensure compliance with the foregoing. Citizens are encouraged to report any violations by establishments to QCitizen Watch at <https://quezoncity.gov.ph/file-report> or Hotline 122.

8. **Special Concern Lockdowns.** In accordance with Ordinance No. SP-2959 s. 2020, the City shall continue enforcing Special Concern Lockdowns (SCLs), which are granular lockdowns over buildings, streets, blocks, *puroks*, subdivisions, villages and other neighborhood-level areas. The City may implement SCLs not only when vital to contain COVID-19 outbreaks, but also when preemptively necessary in areas with high risk of disease transmission due to widespread health protocol violations or other relevant factors. The City Government, in coordination with the barangay concerned, shall determine the precise area covered by each SCL on a case-to-case basis.

Within the SCL area, all establishments must close, and no gatherings of any kind shall be allowed, except under highly exceptional circumstances as may be specifically authorized by the City Government.

Food and essential items that are intended for delivery within an SCL area must be unloaded at border collection points designated by the Barangay. Only duly authorized City or Barangay personnel may deliver food or essential items within the SCL area, or otherwise run errands for the SCL area's residents. Third parties that wish to provide assistance for SCL residents should endorse the items to the above-mentioned personnel, who shall handle the actual delivery.

The following persons shall be allowed to enter or exit the SCL areas, subject to the limitations provided:

- a. Workers in permitted businesses (i.e., businesses not prohibited under Sec. 6 above) may leave the area within 24 hours from the imposition of the lockdown, provided that they are not confirmed, probable or suspect COVID-19 cases, or close contacts of the same. However, they cannot return to the area and

must find accommodation elsewhere for the duration of the lockdown. After expiration of the lockdown, workers that left the area must obtain a negative COVID-19 test result before they may return home. This may be obtained in coordination with the City Epidemiology and Surveillance Unit (CESU).

b. Uniformed personnel enforcing the SCL, and officials designated by the City government, may freely move within and out of the area;

c. Overseas workers may leave for international travel. Overseas workers returning from international travel may also return home, after having complied with national government repatriation requirements, including any mandatory facility-based quarantine upon arrival;

d. Individuals residing in the SCL area, but who were outside the area at the time the lockdown was imposed, may return home, provided that they remain in the area for the duration of the lockdown.

e. Residents of the SCL area that have completed individual quarantine outside the area in an authorized quarantine facility may return home, provided that they remain in the area for the duration of the lockdown.

f. Persons required to appear at court or other government hearings may leave the area solely for the purpose of attending the hearing, provided that they are not confirmed, probable or suspect COVID-19 cases, or close contacts of the same. They must return to their homes on the same day of the hearing;

g. Persons with a scheduled COVID-19 vaccination shall not be allowed to leave the SCL area. However, the City shall arrange another vaccination schedule for the concerned persons promptly after expiration of the lockdown period;

h. Individuals under exceptional circumstances may be allowed to leave or enter on a case-by-case basis when permitted by City or Barangay officials in the exercise of their reasonable discretion, such as in emergency medical situations.

Employers shall not be allowed to dismiss employees solely on the basis of absences due to the imposition of lockdowns. Otherwise, the City Government may pursue charges for violations of labor law, and impose other applicable sanctions such as revocation or suspension of business permit, or issuance of a cease and desist order against the relevant business activity.

9. Individual Quarantine. The City Health Department shall determine the appropriate criteria for facility quarantine and home quarantine. Provided capacity remains sufficient, confirmed cases and symptomatic close contacts shall be transferred, in so far as appropriate 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). Also, to prevent depletion of quarantine capacity, the City Government may declare a modified Special Concern Lockdown over the concerned dwelling, authorize the dwelling as a temporary quarantine facility, or classify certain categories of patients as least priority for facility quarantine, subject to inspection by health authorities.

10. HOPE and Barangay Quarantine Facility Admissions. The City's HOPE community caring facilities and barangay isolation facilities should be reserved solely for Quezon City residents. In case non-QC residents must be quarantined, the City shall facilitate transfer of the patients to any of the following, as far as appropriate: i) national quarantine facilities for repatriated workers and other persons under the care of national government agencies; ii) quarantine facilities of the city or municipality where the non-QC patient resides; or iii) private quarantine facilities of the patient's employer. If the foregoing third party facilities are not available, the City may alternatively impose an SCL over the concerned area, or accept the non-resident patients in City or barangay

facilities as a last resort. In the latter case, the City shall continue seeking to transfer the patients to the appropriate third party facility as soon as possible.

11. Quarantine Responsibilities of Private Employers. Private employers with fifty (50) or more employees, which house an on-site workforce in barracks, quarters or the like, shall be responsible to provide quarantine facilities for their employees who do not have the capacity for self-isolation. These facilities should include provision of sufficient food and essential items, and comply with minimum health standards. For example, construction project owners and contractors should provide separate barracks in which COVID-positive and symptomatic workers may be quarantined. Private employers that fail to provide the appropriate quarantine facilities for their employees, or that otherwise overburden City health resources by negligently allowing widespread workplace transmission, may be held liable under applicable law for their lapses in health protocols, including revocation of business permit or temporary closure, or the issuance of a cease and desist order.

12. Reporting 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)⁴, 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.

13. KyusiPass Contact Tracing. 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. National government institutions within Quezon City may also request for a KyusiPass QR code from the same email address. All establishments, institutions and facilities shall provide QR code scanners as mandated under the City's KyusiPass Ordinance.

For clarity, a lessee inside a larger establishment (such as individual stores inside a mall) should also have its own KyusiPass contact tracing log. Lessors of commercial spaces (e.g., malls, corporate buildings, etc.) must ensure compliance with KyusiPass contact tracing protocols of their lessees.

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

14. Obligations of Organizers and Venue Owners/Operators. Even if a gathering takes place under an allowed purpose, the venue owner or operator may be held liable for any health protocol violations, aside from the liability of the participants themselves.

⁴ CESU phone: 02-8703-2759 or 02-8703-4398; or email at QCSurveillance@quezoncity.gov.ph

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.

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.

15. 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) and comply with other applicable national government protocols. In no instance shall a returning OF be allowed to take public transportation, unless the mandatory BOQ quarantine period has been completed.

16. Quezon City Government Employees. Department heads of the Quezon City Government may adopt alternative work arrangements to mitigate close contact within their respective offices.

17. 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.

18. Effectivity. These Guidelines shall be effective immediately and 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