



MEMORANDUM

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

SUBJECT : **Revised GCQ Guidelines**

DATE : 04 December 2020

BACKGROUND

In light of the Christmas season and the latest announcements of the Inter-Agency Task Force and Metro Manila Council, the City issues the following Revised GCQ Guidelines, which shall prevail over any conflicting clauses in previous guidelines. These Revised GCQ Guidelines shall take effect immediately.

GUIDELINES

1. Public Safety Hours. Public safety hours shall be from **12 midnight to 3 am from the first day of *Simbang Gabi* (December 16, 2020)**, provided that essential activities such as but not limited to market operations or market *bagsakan*, food take-out and delivery, pharmacies, hospitals, convenience stores, and delivery of goods may operate on a 24 hour basis. During public safety hours, all persons should be at home, except for those (i) still out for purposes of work, or on the way home from work; (ii) those dealing with emergencies; or (iii) for purposes of air/sea travel as shown by pre-booked tickets. On a case to case basis, barangays may request the City Government for authority to impose a stricter curfew.

2. Limited Movement. Persons between **18 to 65 years old** may leave home. Persons leaving home should have a company ID, government-issued ID, school ID, Authorized Person Outside Residence (APOR) ID, barangay ID or barangay certification, or any other official ID showing age or status as a worker/employee. Quarantine passes shall no longer be required, provided that previously issued quarantine passes shall continue to be honored as an alternative to the above-mentioned IDs.

Persons younger or older than the permitted ages may leave home only for indispensable reasons, specifically (i) when physical presence is required at work; (ii) dealing with emergencies; (iii) for purposes of air/sea travel as shown by pre-booked tickets; or (iv) medical and dental appointments.

Minors (below 18) that leave home under the exceptions mentioned above should be accompanied by a parent or adult guardian (except for employed minors whose physical presence is required at work). The parent or guardian should

supervise the minor to ensure compliance with applicable minimum health standards under Sec. 22 below namely: use of face masks, regular handwashing, physical distancing, and avoid contact with high-touch items such as elevator buttons and hand railings.

Further, parents or guardians accompanying minors should plan trips to avoid peak hours and crowded areas, and to the extent possible, avoid prolonged interaction with persons outside their immediate household. Encourage toilet use before leaving home to minimize use of public toilets, and if public toilet use is necessary, supervise the minor to ensure that masks are kept on and proper washing is done afterwards.

3. Limited Gatherings. All non-essential gatherings of more than 10 persons shall remain strictly prohibited. Families are encouraged to limit Holiday and New Year celebrations to the immediate household. Commingling of multiple households such as through large family reunions is strongly discouraged. Further, caroling activities outside homes or on streets shall be prohibited.

Gatherings for essential work-related purposes such as business meetings, government services or humanitarian services and the like shall be allowed subject to health protocols. Religious activities are allowed provided that attendees do not exceed 30% venue capacity. On the other hand, outdoor or indoor venues for special events (restaurants, hotel ballrooms or function rooms, mall atriums, etc.) may be used for trade shows, conferences, training or other work-related or commercial purposes, or for dining and/or to operate as a temporary restaurant, subject to social distancing and strict compliance with minimum health standards. For trade shows, bazaars and the like, or when otherwise applicable¹, organizers should obtain a special permit from the Business Permits and Licensing Department (BPLD) at <https://qceservices.quezoncity.gov.ph/bpld>.

Organizers of work-related or commercial gatherings should keep a log of all attendees for contact tracing purposes, and should be ready to submit the log to the barangay health officer or the City Epidemiology & Surveillance Unit (CESU) at any time on request. The use of a digital contact tracing method such as SafePass is strongly encouraged. Attendees in all types of gatherings must observe minimum health standards such as use of face masks and face shields, frequent hand disinfecting, and physical distancing. Whenever feasible, gatherings should use open-air venues or naturally ventilated indoor venues.

4. Interment. 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. 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.

5. Holiday Sales and Similar Events. Malls and similar establishments may hold sales, bazaars, *tiangges* and similar events, provided that they comply with the following conditions: (i) enforce a capacity limitation that allows physical distancing of at least one meter among all customers (for example, not more than X number of persons inside at any one time); the capacity limitation shall be subject to review and

¹<https://quezoncity.gov.ph/qccitizen-guides/how-to-apply-for-special-permits-in-qc/>

modification by the Business Permits and Licensing Department and Market Development and Administration Department, if necessary; (ii) set up queuing areas with thermal scanning of guests or customers, and provide an adequate number of marshals that should enforce physical distancing within queues; (iii) establishments are encouraged to hold al fresco or outdoor events whenever possible; and (iv) the other common health protocols provided in Sec. 22 below must be strictly enforced.

6. General Commercial Activity. General retail, manufacturing, trading, commercial and technical services, and other businesses enumerated in Department of Trade and Industry Memorandum Circular No. 20-57 s. 2020 may operate subject to Sec. 22 below (Common Health Requirements), except for the establishments listed under Sec. 21 below (No Operations Allowed) which shall remain closed. The immediately succeeding sections deal with specific requirements for particular establishments. Unless otherwise specifically required, an establishment may operate at regular capacity subject to minimum health standards including physical distancing. Although establishments may operate at regular capacity, they are encouraged to adopt alternative or flexible work arrangements so that not all employees are physically present on work premises at the same time.

7. Clothing Retail. Fitting of clothes shall be allowed provided that if unpurchased, the establishment should promptly sanitize the fitted clothes with steam or UV light before returning them to the rack.

8. Parks. Open-air parks such as Quezon Memorial Circle, La Mesa Ecopark, Ninoy Aquino Parks and Wildlife and other similar establishments may operate at the discretion of their management, for non-contact and non-group exercise or sports activities such as walking, jogging, swimming, bicycling, tennis, badminton, etc., and for group exercises such as zumba, yoga, tai chi, etc. for not more than 10 persons with physical distancing. Amusement centers or rides within such parks, if any, should remain closed except to the extent of serving the foregoing limited activities. Park management should enforce physical distancing and prohibit gatherings of more than 10 persons. For clarity, retail establishments within the parks may operate, such as sale of food, plants, etc. Parks and other open space venues may accept special video/film shooting provided that minimum health protocols are being followed. Proper permits or clearances must be secured from the parks management, Department of Public Order & Safety (DPOS) of the Quezon City Government, and the Film Development Council of the Philippines if circumstances apply.

9. Gyms, Fitness Centers & Sports Facilities. Gyms and sports facilities with City business permits, whether outdoor or indoor, may operate subject to the following limitations:

- a. Gym equipment, devices, and paraphernalia shall be arranged in such a way as to allow at least two (2) meters of physical distancing among users at all times.
- b. Only individual workouts or sports shall be allowed. Group workout sessions (e.g. zumba, yoga, pilates, etc.) shall be strictly prohibited.
- c. Gym and sports equipment, devices, paraphernalia, chairs, tables, lockers and bathrooms shall be properly sanitized after every use.

- d. Saunas and common grooming stations should remain closed.
- e. The use of drinking fountains shall be strictly prohibited. Clients may bring their own water bottles or purchase bottled water.
- f. Gyms should strongly encourage their customers to bring their own towels. Linens, robes, and towels shall be changed with properly sanitized ones after each service.
- g. Sports facilities may not hold tournaments or mass sports activities except in accordance with Sec. 19 below.

10. Personal Grooming Establishments. Personal grooming establishments (hair, nail and skin care, and full body massage) with City business permits may operate subject to the following limitations:

- a. Employees should be equipped with face shields and face masks. Face shields should be sanitized regularly;
- b. Linens, robes, and towels shall be changed with properly sanitized ones after each service;
- c. Grooming equipment, devices and paraphernalia as well as service cubicles and workstations shall be properly sanitized before and after each service; and the waiting area shall be sanitized at regular intervals;
- d. Protective barriers with access holes for performing nail services or other services are encouraged, to the extent feasible.

11. Pet Grooming. Pet grooming businesses may operate on an appointment basis, with strict health measures including physical distancing and wearing of face masks.

12. Drive-in Cinemas. Drive-in cinemas may operate in open-air locations. A maximum of four (4) persons per car shall be allowed. Admission tickets may only be purchased online to avoid cash-based transactions. Food and drinks shall be delivered to each car by servers wearing masks and face shields. Drive-in cinemas should be fully equipped with security and traffic management, and first-aid responders.

13. Internet Cafes and Computer Shops. Internet cafes and computer shops of at least 30 square meters in size may operate provided that they have a City business permit and maintain physical distancing of at least one meter between workstations.

Natural ventilation should be used to the extent possible. Computer keyboards must be disinfected immediately after every use.

14. Testing, Tutorial and Review Centers. Testing, tutorial and review centers may operate subject to the following limitations: (i) students or examinees must be at least 18 years old; (ii) instructors, proctors, examinees, and students in a room must be at least two (2) meters apart from each other; (iii) persons exhibiting symptoms such as fever, cough, or difficulty breathing shall be politely declined entry and have their exam or class rescheduled, if feasible; (iv) persons must bring their own pens and pencils, and the use of a common pen for filling out forms, attendance sheets, and for such other purposes is prohibited; and (v) such establishments are highly encouraged to provide online classes to the extent possible.

15. Sale of Liquor. Restaurants, hotels and other tourism establishments may serve alcoholic beverages to their **dine-in** customers from **8 am to 10 pm**, which may be consumed inside the establishment with meals. Also, **duly licensed liquor dealers** may continue to sell to their retail customers from **8 am to 10 pm**.

On the other hand, supply or delivery of alcoholic beverages for non-retail purposes (such as deliveries to warehouses, stores and the like) may take place at any time.

Drinking outdoors or on sidewalks, etc. shall remain prohibited; persons may drink at home or inside restaurants or establishments. Drinking with friends and relatives from other households is discouraged to reduce the possibility of transmission.

16. Live Entertainment. Live entertainment, such as bands, stand up comedy etc. shall be allowed at **open air** or *al fresco* venues, subject to compliance with social distancing and other minimum health standards.

17. Travel Services. Travel agencies, tour operators, reservation service and related activities may operate at regular capacity subject to minimum health protocols (use of face masks, physical distancing, etc.).

18. Hotels and Accommodation Establishments. Only hotels that have a 4 or 5 star rating from the Department of Tourism (DOT), and have obtained a DOT Certificate to Operate for Staycations, may accept staycation guests. Hotels and the like that do not meet such requirements may only accommodate the following: (i) guests with existing long-term bookings; (ii) healthcare workers for accommodation near their workplace; (iii) stranded or displaced individuals, repatriated overseas workers and the like; (iv) persons undergoing quarantine; (v) persons under other specialized programs as may be implemented by the Department of Tourism.

Ancillary establishments within the premises of hotels may operate. As an exception, only restaurants and cafes may operate in hotels used as quarantine facilities, provided that any quarantined guests should not be allowed to dine-in. In any case, self-service buffets are strictly prohibited.

19. Large Sporting Events. Large-scale tournaments or other large group sports events may be held under the "sports bubble" concept with the approval of the Regional IATF and the City Government through the Business Permits and Licensing

Department. The event organizer's "sports bubble" plan should include (i) strict observance of the health and safety protocols such as no live audience, contact tracing and designation of a health officer; and (ii) boundaries and protocols of the "sports bubble" where all occupants shall be subject to quarantine and regular testing.

20. Fireworks. New Year's Eve fireworks displays shall only be allowed in the Quezon Memorial Circle, Eastwood City, or other designated locations as may approved by the Business Permits and Licensing Department (BPLD). An interested party may apply with the BPLD at <https://qceservices.quezoncity.gov.ph/bpld>. Fireworks displays should be livestreamed to discourage crowding in fireworks venues. The ban on firecrackers in unauthorized locations shall be strictly enforced.

21. No Operations Allowed. The following establishments shall remain closed:

- a. Indoor cinemas, karaoke bars, amusement parks or rides, resorts, water parks and similar establishments;
- b. Libraries, archives, museums, cultural centers; and
- c. Kids playhouses, day care centers.

22. Common Health Requirements. All establishments allowed under these Guidelines must have a City business permit, and should comply with the following minimum health protocols:

- a. Wearing of proper **face masks**; no face mask, no entry policy should be enforced;
- b. Regular **handwashing**, at least once per hour and after every encounter with a guest or client;
- c. Adequate **ventilation** (use of exhaust systems, air purifiers or keeping windows partially open);
- d. Frequent and thorough **disinfection**, especially of high-touch objects like buttons, railings, counters, door handles;
- e. Persons exhibiting **COVID-19 symptoms**, such as fever, body aches, difficulty breathing, etc. must not be allowed to report for work and 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);
- f. Appropriate **physical distancing** of at least one meter (at the minimum) between persons should be observed;

g. All establishments with 10 or more employees are mandated to use a **digital contact tracing** method such as SafePass or equivalent platforms, subject to further guidelines from the IATF or other relevant agencies. For clarity, a lessee inside a larger establishment (such as individual stores inside malls) should have its own contact tracing log. Establishments that rely on manual contact tracing should encourage their customers to bring their own pens for logging in, and regularly sanitize their own pens. At the minimum, each establishment should log the name, address and contact number of all entering customers for contact tracing purposes. The City Epidemiology and Surveillance Unit (CESU) may, for purposes of disease surveillance, request a copy of an establishment's contact tracing log for a particular time period; and

h. Appointment of a responsible person as a **safety officer** to monitor and ensure compliance with health standards.

23. Further Guidelines. These Guidelines shall be subject to further issuances or circulars of the IATF, DTI or other relevant national government agencies.

24. Compliance and Enforcement. The member offices of the City's Law and Order Cluster, regulatory departments, the Barangays, and the QCPD shall continue enforcing the protocols contained in these Guidelines, consistent with the Memorandum from the Mayor on Warrantless Arrests dated 13 July 2020, including the use of Ordinance Violation Receipts (OVR).



MA. JOSEFINA G. BELMONTE
City Mayor