



TAGUIG CITY
PHILIPPINES

TAGUIG SAFE CITY TASK FORCE

3 November 2020

TAGUIG SAFE CITY TASK FORCE ADVISORY NO. 31

TO : ALL RESIDENTS, EMPLOYEES, EMPLOYERS AND OWNERS OF BUSINESS ESTABLISHMENTS, AND OTHER STAKEHOLDERS OF THE CITY OF TAGUIG

RE: Updated Guidelines on Certain Activities and Businesses during the General Community Quarantine (GCQ) in the City of Taguig

Pursuant to Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) Resolution No. 76, in relation to the gradual reopening of the economy in increments proportional to the healthcare capacity of the country, and Department of Trade and Industry (DTI) Memorandum, Circular (MC) No. 20-44, which recategorized certain businesses and activities from Category IV to Category III, the following guidelines on the operation of certain recategorized businesses during the General Community Quarantine (GCQ) shall be observed:

1. BUSINESSES ALLOWED TO OPERATE

In accordance with DTI MC No. 20-57, the following business establishments shall be **allowed to operate at 75% operational capacity starting today, 3 November 2020 until further notice:**

- a. Testing, tutorial, and review centers;
- b. Gyms, fitness centers, and sports facilities;
- c. Internet cafes;
- d. Dermatological clinics offering aesthetic procedures;
- e. Other personal care services, including full body massage;
- f. Pet grooming services;
- g. Drive-in cinemas; and
- h. Travel agencies, tour operators, reservation service and related activities.

All business establishments providing the services mentioned above must comply with the mandatory health standards and protocols set by the IATF-EID, the National Task Force Against COVID-19 (NTF), as well as those mentioned in this advisory and other issuances of the City Government of Taguig thru the Safe City Task Force.

2. COMMON SAFE CITY REQUIREMENTS AND PROTOCOLS

All business establishments allowed to operate as mentioned in item (1) must submit the following requirements and observe these guidelines:

- a. All establishments are required to immediately submit their Infectious Disease Preparedness and Response Plan (IDPRP), otherwise known as the **“Safe City Checklist”**, in accordance with

Taguig City Hall,
Gen. Antonio Luna St.
Tuktukan, Taguig City
1637 Philippines
Tel. No. (632) 555 7800
Fax No. (632) 642 3588
www.taguig.gov.ph



Executive Order No. 7 and Safe City Advisory No. 22. The Safe City Checklist can be accomplished and submitted by completing the Open For Business (OFB) Webinars and filling up the online form at <https://safecity.taguiginfo.com/webinars/>;

- b. All establishments must identify **at least one (1) Designated Safety Officer (DSO)**, and immediately submit their names and contact details with the Safe City Task Force, in accordance with Executive Order No. 7, and Safe City Advisory Nos. 15 and 22. The list of names and contact details of the DSOs must be sent via e-mail to covidfaq@taguiginfo.com with the subject heading "Designated Safety Officers of (name of establishment)";
- c. All establishments must strictly follow the **Mandatory Reporting Protocols** for the reporting of Suspect, Probable or Confirmed COVID-19 cases thru the hotline of the Business Sector Emergency Response for Notifiable Infections and Emerging Diseases (BERNIE), in accordance with Safe City Advisory No. 15 and 22;
- d. All owners, employers and employees of the establishments mentioned above must familiarize themselves with the **Protocols for COVID-19 Assessment and Testing for Employees**, in accordance with the Systematic Mass Approach for Responsible Testing (SMART) Program of the City Government, as discussed in Safe City Advisory Nos. 5 and 22;
- e. For purposes of contact tracing, all establishments mentioned above must require the **registration of all clients or customers prior to entry and availing their services**. The use of QR codes and other online tools for ease and efficiency is highly encouraged.
- f. All the above mentioned business establishments shall not be allowed to operate during curfew hours.

3. GENERAL GUIDELINES

In accordance with Section 1 of DTI MC No. 20-57, the business establishments mentioned in item (1) must observe the following guidelines:

- a. All of the aforementioned business activities shall **gradually** resume operations at **75% operational capacity**, until a different operational capacity is allowed;
- b. The increase in the allowable operational capacity of the above-enumerated business establishments or activities is conditioned on their compliance with the **Minimum public health and safety standards and protocols** for each business activity as directed by the DTI, the Department of Labor and Employment (DOLE), and the Department of Health (DOH) must be observed at all times in all forms of community quarantine, including:
 - i. Wearing of proper face masks;
 - ii. Wearing of face shields;
 - iii. No talking and no eating (in public transportation and similar setting like confined areas and crowded places);
 - iv. Adequate ventilation (use of exhaust systems, air purifiers or keeping windows partially open);
 - v. Frequent and proper disinfection;
 - vi. Symptomatic or COVID-19 positives must be isolated; and,
 - vii. Appropriate physical distancing.

4. SPECIFIC GUIDELINES

For the proper implementation of DTI Advisory No. 20-03 and DTI Memorandum Circular No. 20-44, the following specific guidelines must be strictly observed for each identified business establishment.

a. GYMS, FITNESS CENTERS & SPORTS FACILITIES

1. Only individual and non-contact sports/activities and other forms of exercise such as walking, jogging, running, biking, golf, swimming, tennis, badminton, range shooting, and skateboarding shall be allowed;
2. Gym equipment, devices, and paraphernalia shall be arranged in such a way as to allow the physical distancing of their users of at least five (5) meters at all times;
3. Only individual workouts shall be allowed. Group workout sessions composed of two (2) or more persons shall be strictly prohibited;
4. Face Masks may only be removed when performing individual workouts and while drinking, provided that the establishment utilizes natural ventilation and continuous air circulation. The 5-meter physical distancing rule must be strictly observed.
5. Gym and sports equipment, devices, paraphernalia, chairs, tables, lockers and, comfort rooms shall be properly sanitized after every use;
6. Distancing of fitness stations, lockers, chairs and benches to at least 1 meter apart on all sides; and
7. The dispensation of water shall be limited to clients bringing their own water bottles. The use of drinking fountains shall be strictly prohibited.

b. INTERNET CAFÉS

1. All internet cafés or computer shops must strictly implement the “No Face Mask, No Entry” Policy. Proper signages must be posted at the entrance and other prominent areas in their establishment;
2. Strict adherence to the 30% operational capacity limit of all internet cafes and computer shops during the general community quarantine. The maximum number of customers allowed inside the shop must be shown at the entrance;
3. Internet cafes may only be accessed for work or education purposes; gaming shall not be allowed. Persons who are less than fifteen (15) years of age shall not be allowed, except if they are accessing internet cafes for educational purposes;
4. Distancing of computer cubicles to at least 1 meter apart on all sides;
5. Barriers between computer units must be installed;
6. No bystanders are allowed inside internet cafés;
7. Proper ventilation and continuous air circulation shall be strictly observed;
8. Computer paraphernalia such as monitors, headsets, mouse, and keyboards, among others, shall be disinfected after each use;
9. Strictly no eating inside;

10. Customers shall be limited to two (2) hours per visit;
11. In order to ensure compliance with guidelines enumerated above, all internet cafés and computer shops duly registered with the City's Business Permits and Licensing Office (BPLO) must:
 - i. Apply for a **Clearance to Operate from the Barangay** where their establishment is located;
 - ii. Attach photos of their shop showing compliance with each item in the guidelines along with their application for Barangay Clearance.

c. TESTING & TUTORIAL CENTERS

1. The number of examinees in a testing room shall not, at any given time, exceed the prescribed the operating capacity.
2. Examinees exhibiting symptoms such as colds, cough, and/or difficulty breathing shall be politely declined entry and have their examination rescheduled two weeks from the original date thereof; and
3. Examinees are required to bring their own pens and pencils. The use of a common pen for filling out forms, attendance sheets, and for such other purposes is prohibited.

d. REVIEW CENTERS

1. Only review classes for health-related professions (i.e. physicians) will be allowed on-site operations. This will serve as basis in determining the feasibility of allowing review classes for other professions; ;
2. The chairs, desks and tables in all on-site tutorial centers shall be arranged in such a way as to allow the two (2)-meter physical distancing of the reviewees, instructors and proctors at all times; and
3. Reviewees are required to bring their own pens and pencils. The use of a common pen for filling out forms, attendance sheets, and for such other purposes is prohibited.

e. ESTABLISHMENTS OFFERING PERSONAL CARE (HAIR, NAIL, & SKIN CARE EXCEPT FULL-BODY MASSAGE) & AESTHETIC PROCEDURES & SERVICES

1. Grooming equipment, devices and paraphernalia shall be properly sanitized before and after each service;
2. Linens, robes, and towels shall be changed with properly sanitized ones after each service;
3. Service cubicles or workstations shall be properly sanitized after every service;
4. The queueing area shall be sanitized at regular intervals;
5. Protective barriers with access holes for performing nail services must be installed.

f. ESTABLISHMENTS OFFERING FULL MASSAGE

1. Guidelines on the practice of respiratory hygiene and cough etiquette must always be implemented;
2. Massage parlors are discouraged from allowing clients who fall under population groups whose movements are restricted as provided for in the IATF Omnibus Guidelines for Community Quarantine in the Philippines;
3. Smoking shall be strictly prohibited, in accordance with City Ordinance No. 15, Series of 2017, otherwise known as the Comprehensive Smoke-Free Ordinance of Taguig City;
4. Ensure that the staff avoid congregating and gathering in a single area especially during breaks and/or lunchtime. Place markers and signages to maintain physical distancing where possible;
5. Staff must disinfect before and after each appointment;
6. Clothes, linen, towels must be laundered (or disposed properly, if not washable) after each use; and,
7. Provision of PPE and other medical-grade protective apparel to staff.

g. DRIVE-IN CINEMAS

1. The operation of drive-in cinemas shall be dependent on the prior approval of the City Government and the Barangay. The organizer must be issued the following:
 - iii. a **Clearance to Operate from the Barangay** where the Drive-in Cinema shall be situated;
 - iv. a **Special Permit** from the BPLO;
2. Only open-air areas may be used as locations for the operations of drive-in cinemas;
3. A maximum of four (4) persons per car shall be allowed;
4. Admission tickets may only be purchased online to avoid cash-based transactions;
5. Food and drinks shall be delivered to each car by servers wearing personal protective equipment; and
6. All drive-in cinemas shall be fully equipped with security and traffic management, and first-aid responders.

The implementation of the guidelines provided above shall be closely and regularly monitored. These guidelines are subject to change, in accordance with the evaluation of the Safe City Task Force and the issuances of the IATF-EID, the DTI, and other relevant national government agencies and offices.

Any person in violation of these guidelines shall be penalized in accordance with Republic Act No. 11332, otherwise known as the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act" in relation to Presidential Proclamation No. 922, Taguig City Ordinance No. 24, Series of 2020, otherwise known as the "New Normal Ordinance of Taguig City" and other applicable laws and ordinances. This will be without prejudice to the filing of an administrative case if the violator is a government official or employee.

For guidance and strict compliance.

By Authority of the Mayor:

(Original Signed)

ATTY. CLARENCE S. SANTOS
Chairman, Taguig Safe City Task Force

Noted by:

(Original Signed)

ATTY. LYLE C. PASCO
City Administrator