

MEMORANDUM CIRCULAR NO. 20-44

Series of 2020

SUBJECT : PRESCRIBING THE RECATEGORIZATION OF SOME BUSINESS ACTIVITIES FROM CATEGORY IV TO CATEGORY III, ADDITIONAL SERVICES ALLOWED FOR BARBERSHOPS AND SALONS, ADJUSTMENT OF OPERATING HOURS, AND AMENDMENT OF THE IATF NEGATIVE LIST

WHEREAS, on 08 March 2020, Presidential Proclamation No. 922, Series of 2020 was issued declaring a State of Public Health Emergency throughout the Philippines in view of the Coronavirus Disease 2019 (COVID-19);

WHEREAS, on 29 April 2020, the Inter Agency Task Force for the Management of Emerging Infectious Disease (IATF) approved the Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines (“Omnibus Guidelines”) for recommendation of the President, and provides the categorization of industries allowed to operate;

WHEREAS, on 30 April 2020, Executive Order No. 112, Series of 2020, was issued by the President approving the *Omnibus Guidelines* and declaring that “*any amendment or modification of such Omnibus Guidelines may be approved by the [Inter-Agency Task Force for the Management of Emerging Infectious Diseases] IATF without need of further approval of the President;*”

WHEREAS, on 03 June 2020, the Omnibus Guidelines was amended providing for the categorization of industries from I-IV that “*are allowed to operate at an operational capacity provided herein,*” and that the “*lists of sectors and industries per category are illustrative. Specific industries under each category are reflected in a separate document issued by the DTI which shall contain the updated guidelines to implement the gradual increase of operational capacity without diminution of the current operational capacity previously allowed;*”

WHEREAS, under MC No. 20-33, the following are placed under Category IV industries -- (a) gyms/fitness studios and sports facilities; (b) internet and computer shops; (c) other education and educational support establishments such as but not limited to testing, tutorial and review centers, and language, driving, dance/acting/voice schools; (d) entertainment industries (e.g. cinemas, theaters, karaoke bars, etc.); (e) kid amusement industries (e.g. playrooms, rides); (f) libraries, archives, museums and cultural centers; (g) tourist destinations (e.g. water parks, beaches, resorts); (h) travel agencies, tour operators, reservation service and related activities; (i) other personal care services (e.g. massage parlors, saunas, facial care, waxing, etc), and (j) pet grooming services;

WHEREAS, on 05 July 2020, DTI issued Memorandum Circular No. 20-38, Series of 2020 allowing limited operations of barbershops and salons i.e. in areas declared under GCQ, all haircutting services and hair treatment services, and in areas declared under Modified General Community Quarantine (MGCQ), all haircutting and hair treatment services; nail care services; basic facial care such as make-up, eyebrow threading, eyelash extension and facial massage; and other basic personal care services such as waxing, threading, shaving, foot spa, and hand spa subject to strict protocol on hand sanitation, face mask and face shields, gloves, and sterilized equipment;

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WHEREAS, on 16 July 2020, the Omnibus Guidelines, as amended, states that *“the DTI, in consultation with the Department of Finance, Department of the Interior and Local Government, and the Department of Tourism is hereby authorized to gradually recategorize industries from Category IV to Category III as may be deemed necessary;”*

WHEREAS, the Omnibus Guidelines, as amended, further states that *“the resumption of, or gradual increase in operating capacity, and continued operations of Category III industries shall be subject to their proprietors’ compliance with the proper health protocols set by the DTI. Further, their compliance shall be assessed through a post-audit mechanism which shall be led by the DTI, DOH, LGU Health Office and/or other deputized organizations;”*

WHEREAS, the Omnibus Guidelines, as amended, and IATF Resolution No. 56, Series of 2020, *“the holding of cockfighting and operation of cockpits, and beerhouses, nightclubs, and similar establishments whose primary business is the serving of alcoholic drinks, shall remain prohibited in areas under MGCQ, authorized the DTI “to issue a negative list of industries which shall remain prohibited even in areas under MGCQ,” and that “establishments in the negative list shall not be allowed to operate in any form of community quarantine;”*

WHEREAS, the Omnibus Guidelines, as amended, furthers states that *“specific industries under each category are reflected in a separate document issued by the DTI which shall contain the updated guideline to implement gradual increase of operational and venue capacity including operating hours, without diminution of the current capacities and hours previously allowed. This is without prejudice to the authority of DTI to recategorize Category IV industries as may be found in Paragraph (9) herein;”*

WHEREAS, pursuant to the Omnibus Guidelines, as amended, and IATF Resolution No. 56, Series of 2020, DTI in consultation with DOH, DOLE, DILG, on 24 July 2020_ agreed to the recategorization of industries from Category IV to Category III; and the assessment of the IATF Negative List of Industries;

WHEREFORE, foregoing premises considered, the following guidelines are hereby prescribed to implement the gradual recategorization of some business activities under Category IV to Category III, additional services allowed for barbershops and salons, adjustment of the operating hours of such businesses and amendment of the IATF Negative List of Industries, subject to the public health standards under DOH Administrative Order No. 2020-0015, Series of 2020 dated 27 April 2020, DTI-DOLE Joint Interim Guidelines on Workplace Prevention and Control of COVID-19, and all pertinent health protocols per sectors:

SEC. 1. Recategorization of Some Business Establishments or Activities under Category IV to Category III. The following business establishments or activities are recategorized from Category IV to Category III, and thus, are allowed to reopen beginning 01 August 2020 at thirty (30%) percent operation capacity, subject to the mandatory minimum health standards protocols provided under Annex “B” and respective protocols per business establishment and activities:

- a. testing, tutorial (Annex “C”), and review centers (Annex “D”);
- b. gyms, fitness centers, and sports facilities but limited to individual workouts only. Group workout sessions composed of two (2) or more persons (e.g. zumba, yoga, pilates, etc.) shall be strictly prohibited; (Annex “E”)
- c. internet cafes; (Annex “F”)
- d. dermatological clinics offering aesthetic procedures; (Annex “G”)
- e. other personal care services (except full-body massage services); (Annex “G”)

- f. pet grooming services; and
- g. drive-in cinemas. (Annex "H")

To prevent further transmission of COVID-19, proprietors engaged in the aforementioned business activities are likewise enjoined, whenever practicable, to implement additional control measures provided under Annex "B-2".

SEC. 2. Additional Services Allowed for Barbershop and Salons. Beginning on 01 August 2020, barbershops and salons in areas declared under GCQ are allowed to offer all hair, nail, and skin care services, except full body massage, subject to the same operational capacity as provided under MC No. 20-38, Series of 2020, and subject to further strict protocol on hand sanitation, face mask and face shields, gloves, and sterilized equipment.

SEC. 3. Adjustment of Operating Hours. All food and retail businesses shall be allowed maximum operating hours of up to 11:00 p.m., and food delivery services of up to 1 a.m. Thus, local government units (LGUs) are enjoined to adjust curfew hours accordingly to enhance income opportunities for workers and business owners.

SEC. 4. Amendment of Negative List of Industries. The following business establishments or activities shall not be allowed to operate under any form of community quarantine:

- a. Holding of traditional cockfighting & operation of cockpits;
- b. Beerhouses & similar establishments whose primary business is serving of alcoholic drinks (e.g. Nightclubs);
- c. Kid amusement industries (e.g., playrooms, rides).

SEC. 5. Regular Review of Business Establishments and Activities. The DTI shall review the list of Category I-IV Business Establishments and Activities every fifteen (15) days to assess whether an increase in operational capacity, a recategorization from Category IV or Category III, or additional services may be allowed, subject to the following minimum parameters:

- a. COVID-19 transmission risk inherent to the business activity involved;
- b. capacity of the business activity to impose physical distancing measures;
- c. historical compliance rate with the health protocols, where applicable;
- d. such other parameters as the DTI may determine in its consultations with competent authorities.

SEC. 6. Contact Tracing. Business establishments shall register with any IATF-endorsed contact tracing application such as SafePass or StaySafePh or administer contact tracing forms (Annex "I") to customers, visitors, and suppliers entering their premises and health declaration forms (Annex "J") to employees.

They shall also cooperate in contact tracing efforts of the DOH or the Local Epidemiology and Surveillance Unit/local health authority in case a confirmed COVID-19 case or a close contact thereof has visited the business establishment and report or notify public health authorities of workers who show signs or symptoms of COVID-19.

SEC. 7. Compliance Monitoring. The DTI, through the Fair Trade Enforcement Bureau (FTEB) and Regional or Provincial Offices, shall monitor compliance of with this Memorandum Circular through a post-audit mechanism. Inspection by the DOT, DOLE, DOH, and the LGU's Health Office may also be conducted at any time.

SEC. 8. Complaints Handling. All feedback and complaints from the general public may be coursed through the DTI Consumer Care Hotline 1-384.

SEC. 9. Repealing Clause. Provisions of MC No. 20-33, Series of 2020, MC 20-38, Series of 2020 and other issuances that are inconsistent with this Circular are hereby superseded or amended accordingly. All provisions of MC No. 20-33, Series of 2020 and MC 20-38, Series 2020 not inconsistent with this Circular shall remain effective and enforceable.

SEC. 10. Separability Clause. If for any reason, any part or provision of this Circular be declared invalid, any part or provision not affected thereby, shall remain in full force and effect.

SEC. 11. Effectivity. Given the presence of a public health emergency, this Circular shall take effect immediately upon its filing with the University of the Philippines Law Center and publication either in the Official Gazette or in a newspaper of general circulation, and shall remain in effect until the state of public health emergency is lifted.

Issued on 31 July 2020.



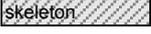
RAMON M. LOPEZ
Secretary

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ANNEX A: CATEGORY I - IV AND NEGATIVE LIST OF BUSINESS ESTABLISHMENTS/ACTIVITIES

(as of 31 July 2020)

BUSINESS ESTABLISHMENTS/ACTIVITIES	ECQ	MECQ	GCQ	MGCQ
CATEGORY I				
Agriculture, Forestry, and Fisheries	100%	100%	100%	100%
Manufacturing of essential goods:				
• Food and Beverages (<i>only non-alcoholic drinks</i>)	50-100%  may increase if supply level warrants higher capacity; as may be approved by the DTI	100%	100%	100%
• Essential and Hygiene Products > Soap, detergents, shampoo, and conditioners > Diapers, feminine hygiene products, toilet papers, wet wipes > Disinfectants	50-100%  may increase if supply level warrants higher capacity; as may be approved by the DTI	100%	100%	100%
• Medicines and Vitamins	100%	100%	100%	100%
• Medical Products, such as: PPEs, Masks, Gloves, Others; medical supplies, devices and equipment, including suppliers of input, packaging and distribution	100%	100%	100%	100%
• Pet food, Feeds, and Fertilizer	50% 	100%	100%	100%
Essential Retail (e.g., groceries, markets, convenience stores, drug stores)	50% 	100%	100%	100%
			maximum operating hours up to 11 PM	
Food preparation insofar as take-out and delivery services	50% 	100%	100%	100%
			maximum operating hours up to 11 PM	
Water-Refilling Stations	50% 	100%	100%	100%
Laundry Services (including self-service)	50% 	100%	100%	100%
Public and private hospitals	100%	100%	100%	100%
Health, emergency and frontline services such as dialysis centers, chemotherapy centers and the like	100%	100%	100%	100%
Other medical, dental, rehabilitation and optometry clinics, non-aesthetic dermatological clinics, EENT; <i>Provided there is strict observance of infection prevention and control protocols, Provided further that dental procedures shall be limited to emergency cases only and that the wearing of PPE by dentists and attendants shall be mandatory. Home service therapy for PWD shall be allowed</i>		100%	100%	100%
Logistics Service Providers (Cargo Handling, Warehousing, Trucking, Freight Forwarding, and Shipping Line)	100%	100%	100%	100%
			maximum operating hours allowed up to 1 AM	
Delivery and courier services, whether in-house or outsourced transporting food, medicine, or other essential goods, including clothing, accessories, hardware, house wares, school and office supplies, as well as pet food and other veterinary products	100%	100%	100%	100%
			maximum operating hours allowed up to 1 AM	
Water supply and sanitation services and facilities, including waste disposal services, as well as property management and building utility services		100%	100%	100%
Establishments engaged in repair and maintenance of machinery and equipment, including those engaged in the repair of computers and household fixtures and equipment;		100%	100%	100%

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BUSINESS ESTABLISHMENTS/ACTIVITIES	ECQ	MECQ	GCQ	MGCQ
Telecommunications companies (e.g., ISPs, cable providers, telco 3rd party contractors)	skeleton	100%	100%	100%
Energy and power companies (incl. 3rd party contractors) across transmission, distribution, maintenance, retail, exploration, operations, trading and delivery of raw materials (incl. refineries and depots)	skeleton	100%	100%	100%
Gasoline Stations	skeleton	100%	100%	100%
Workers accredited by the DOTr to work on utility relocation works, and specified limited works across thirteen (13) railway projects, including replacement works for the Metro Manila Rail Transit System Line 3	skeleton with on-site or near-site accommodations and/or point-to-point shuttle services whenever applicable	100%	100%	100%
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; and ship captains and crew, including shipyard operations and repair	skeleton	100%	100%	100%
Public and private construction projects that are essential (i.e., quarantine and isolation facilities for PUMs, and suspect, and confirmed COVID-19 patients, facilities for the health sector including those dealing with PUMs and suspect, and confirmed COVID-19 patients, facilities for construction personnel who perform emergency works, flood control, and other disaster risk reduction and rehabilitation works, sewerage projects, water service facilities projects, and digital works, health facilities). Priority public and private construction projects, defined as those that refer to food production, agriculture, fishery, fishport development, energy, housing, communication, water utilities, manufacturing, and BPO, subject to guidelines to be issued by the DPWH	100% only major public construction projects	100% except small scale projects	100%	100%
Manufacturing companies and suppliers of equipment or products necessary to perform construction works, such as cement and steel	100% only suppliers of major public construction projects	100%	100%	100%
Business Process Outsourcing (BPO) and Export-oriented companies, including mining and quarrying	100% WFH; on-site or near site accommodation or point-to-point shuttle service	100% without need to set up on-site or near site accommodation or point-to-point shuttle service	100%	100%
Printing presses authorized by the BIR or other appropriate agencies to print official receipts and other accountable forms	100%	100%	100%	100%
Media Establishments	50%	100% without need for PCOO accreditation	100%	100%

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BUSINESS ESTABLISHMENTS/ACTIVITIES	ECQ	MECQ	GCQ	MGCQ
<i>Ancillary establishments</i>	ancillary establishments within the premises such as restaurant, bars, gyms, spas, and the like shall not be allowed to operate or to provide room service		bars, gyms, spas, and the like shall not be allowed to operate or to provide room service restaurants and cafes allowed to operate at 30% venue capacity and maximum operating hours up to 11 PM	
Real estate activities (including parking space leasing companies)	skeleton leasing only	100% leasing 50% other real estate activities	100%	100%
Housing service activities, such as but not limited to plumbing, roofing, and electrical works	skeleton	100%	100%	100%
Office Administrative and Office Support (such as photocopying, billing, and record keeping services)	not allowed	50%	50-100%	100%
Veterinary Activities	skeleton	100%	100%	100%
Security and Investigation Activities	skeleton	100%	100%	100%
Funeral and embalming services	skeleton except funeral parlors; and provided there is shuttling service and/or housing accommodation for staff	100%	100%	100%
CATEGORY III				
Banks, money transfer services, pawnshops, microfinance institutions, and credit cooperatives	skeleton	100%	100%	100%
Capital markets (e.g., BSP, SEC, PDEC, PDTC, etc.)	skeleton	100%	100%	100%
Other financial services (e.g., money exchange, insurance, reinsurance, lending companies, and non-compulsory pension funding)	not allowed	50%	50%	100%
Legal and Accounting	not allowed	50%	50%	100%
Management Consultancy Activities	not allowed	50%	50%	100%
Architecture and Engineering Activities; Technical Testing and Analysis	not allowed	50%	50%	100%
Scientific and Research Development	not allowed	50%	50%	100%
Advertising and Market Research	not allowed	50%	50%	100%
Computer programming (such as writing, modifying, testing and supporting software, planning and designing computer systems), information service activities (such as data processing and hosting activities) and other related activities	not allowed	50%	50%	100%
Publishing and printing services (such as printing of newspapers, magazines, and other periodicals, books, brochures, manuscripts, posters, maps, atlases, advertising catalogues, prospectuses, etc; printing directly onto textiles, plastic, glass, metal wood, and ceramics)	not allowed	50%	50%	100%

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BUSINESS ESTABLISHMENTS/ACTIVITIES	ECQ	MECQ	GCQ	MGCQ
Film, music, and TV production	not allowed	50%	50%	100%
Rental and Leasing Activities, other than real estate, e.g., vehicle rental, equipment rental for permitted sectors)	not allowed	100%	100%	100%
Employment Activities that involve recruitment and placement for permitted sectors	not allowed	100%	100%	100%
Recruitment and placement agencies for overseas employment	not allowed	50%	50%	100%
Other services such as photography services; fashion, industrial, graphic, and interior design)	not allowed	50%	50%	100%
Wholesale and retail trade of motor vehicles, motorcycles, and bicycles, including their parts and components	not allowed	50%	50%	100%
Repair of motor vehicles, motorcycles, and bicycles, (including vulcanizing shops, battery repair shops, auto repair shops, car wash)	not allowed	50%	50%	100%
Dining/Restaurants	50% delivery and take out only	50% delivery and take out only	50% for dine-in services effective July 21 maximum operating hours up to 11 PM	75% for dine-in services effective July 21 maximum operating hours up to 11 PM
Malls and commercial centers (non-leisure only), subject to guidelines issued by DTI	not allowed	50%	50% maximum operating hours up to 11 PM	100%
Non-leisure whole sale and retail establishments (mall-based or otherwise) such as:			maximum operating hours up to 11 PM, as applicable	
Mall-based government frontline services	skeleton	skeleton	100%	100%
Hardware stores	not allowed	50%	50%	100%
Clothing and accessories	not allowed	50%	50%	100%
Bookstores and school and office supplies stores	not allowed	50%	50%	100%
Baby or infant care supplies stores	not allowed	50%	50%	100%
Pet shops, pet food and pet care supplies	not allowed	50%	50%	100%
IT, communications, and electronic equipment	not allowed	50%	50%	100%
Flower, jewelry, novelty, antique, perfume shops	not allowed	50%	50%	100%
Toy store (playgrounds and amusement area closed)	not allowed	50%	50%	100%
Music stores	not allowed	50%	50%	100%
Art galleries (selling only)	not allowed	50%	50%	100%
Firearms and ammunition trading establishment	not allowed	50%	50%	100%
		subject to strict regulation of the PNP-Firearms and Explosives Office		
All other public and private construction projects, subject to strict compliance to the issued construction safety guidelines for the implementation of infrastructure projects during the COVID-19 pandemic by the DPWH	not allowed	not allowed	50%	100%
Establishments offering personal care services				
Barbershops and Salons	not allowed	not allowed	50% effective July 16 all services allowed except full body massage effective August 01	75% effective July 16

BUSINESS ESTABLISHMENTS/ACTIVITIES	ECQ	MECQ	GCQ	MGCQ
All other establishments offering personal care (except full body massage) and aesthetic procedures and services	not allowed	not allowed	30% effective August 01	50%
Gyms/Fitness studios and Sports Facilities <i>Gyms and Fitness studios</i>	not allowed	not allowed	30% effective August 01; limited to individual workouts only. Group workout sessions composed of two (2) or more persons (e.g. zumba, yoga, pilates, etc.) shall be strictly prohibited.	50%
<i>Sports Facilities: limited to non-contact sports and other forms of exercise such as walking, jogging, running, biking, golf, swimming, tennis, badminton, equestrian, range shooting, and skateboarding</i>			outdoor setting only; restaurants and cafes therein allowed at 30% venue capacity only with maximum operating hours up to 11 PM	outdoor and indoor setting allowed
Testing and tutorial centers	not allowed	not allowed	30% effective August 01; maximum of 10 pax inside the venue subject to compliance with social distancing protocols	50%
Review centers	not allowed	not allowed	30% effective August 01; only for health-related professions (i.e., physicians)	50%
Internet cafes	not allowed	not allowed	30% effective August 01; only for work or educational purposes	50% only for work or educational purposes
Drive-in cinemas	not allowed	not allowed	30% effective August 01	50%
Pet grooming services	not allowed	not allowed	30% effective August 01	50%

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BUSINESS ESTABLISHMENTS/ACTIVITIES	ECQ	MECQ	GCQ	MGCQ
CATEGORY IV				
Language, driving, dance/acting/voice schools	not allowed	not allowed	not allowed	50%
Entertainment industries (e.g., traditional cinemas, theaters, etc.)	not allowed	not allowed	not allowed	50%
Libraries, archives, museums and cultural centers	not allowed	not allowed	not allowed	50%
Tourist destinations (e.g., water parks, beaches, resorts)	not allowed	not allowed	not allowed	50%
Travel agencies, tour operators, reservation service and related activities	not allowed	not allowed	skeleton primarily to do administrative works such as the processing of refunds and payments to suppliers	50%
Full-body massage	not allowed	not allowed	not allowed	50%
Tattoo & body piercing	not allowed	not allowed	not allowed	50%
Live Events (subject to DOT Guidelines on Meetings, Incentives, Conventions, Exhibitions & Business Events (MICE Events))	not allowed	not allowed	not allowed	50%
NEGATIVE LIST: BUSINESS ACTIVITIES NOT ALLOWED TO OPERATE IN AREAS DECLARED UNDER ANY FORM OF COMMUNITY QUARANTINE				
Holding of traditional cockfighting & operation of cockpits				
Beerhouses & similar establishments whose primary business is serving of alcoholic drinks (e.g. Nightclubs)				
Kid amusement industries (e.g., playrooms, rides)				

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ANNEX B

COMMON MANDATORY HEALTH AND SAFETY PROTOCOLS FOR TESTING, TUTORIAL, & REVIEW CENTERS, GYMS, FITNESS CENTERS, & SPORTS FACILITIES, INTERNET CAFES, AND ESTABLISHMENTS OFFERING PERSONAL CARE AND AESTHETIC SERVICES, PET GROOMING, AND DRIVE-IN CINEMAS

- ❑ Registration with SafePass or StaySafe.ph, or administration of a contact-tracing form for customers, clients, examinees, and visitors, and health declaration form for personnel, provided that owners of establishments comply with the relevant provisions of the Data Privacy Act of 2012;
- ❑ Thermal scanning of all customers, clients, examinees, personnel, and suppliers prior to entry -- persons with a temperature higher than 37.5 degrees celsius shall not be allowed entry. Symptomatic individuals shall be referred to the nearest appropriate health facility as provided in the Interim Guidelines on Health Care Provider Networks during the COVID-19 Pandemic. The establishments are required to identify the nearest Barangay Health Emergency Response Team unit and contact details for referral in the event of COVID-19 related concerns prior to resuming operations;
- ❑ Customers, clients, or examinees exhibiting symptoms such as colds, cough, and/or difficulty breathing shall be politely declined entry and asked to undergo self-quarantine;
- ❑ No personnel with COVID-19 symptoms or with exposure to COVID-19 patients shall be allowed to report for work;
- ❑ Provision of rubbing alcohol/sanitizers which can be easily sprayed on the hands of personnel, suppliers, and customers prior to entry, and regular interval of sanitation of hands of customers, clients, examinees, and personnel;
- ❑ Strict enforcement of the “*No Face Mask, No Entry*” Policy -- all personnel, suppliers, customers, clients, and examinees shall wear facemask at all times while inside the establishments;
- ❑ Strict observance of social distancing of at least one (1) from each another in all parts of the establishment;
- ❑ Proper ventilation and exhaust system in the establishment. Proprietors of establishments shall enhance their exhaust system, ensure better airflow inside confined spaces and air-conditioned rooms, or install high-efficiency particulate (HEPA) filtration systems;
- ❑ Chairs, desks, and tables shall be distanced at least one (1) meter on all sides;
- ❑ Queueing areas shall comply with the one (1) meter distance on all sides requirement;
- ❑ Chairs, desks, tables, counters, pens, doorknobs, and other high-touch surfaces shall be regularly cleaned and sanitized; and
- ❑ Proper sanitation of restrooms and ensuring that it is free from the accumulation of trash.

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**ADDITIONAL CONTROL MEASURES FOR TESTING, TUTORIAL, & REVIEW CENTERS,
GYMS, FITNESS CENTERS, & SPORTS FACILITIES, INTERNET CAFES, AND
ESTABLISHMENTS OFFERING PERSONAL CARE
AND AESTHETIC SERVICES**

- ❑ Provision of foot baths or foot mats with disinfectant at the entrance of the establishment;
- ❑ Installation of strategically located and functional hand washing stations, soap and sanitizers, and hand drying equipment or supplies (single use paper towel, etc.), as applicable, and visual cues and reminders to practice proper handwashing among employees and customers.
- ❑ Allow scheduling of appointments through phone calls, emails, or any online mode;
- ❑ Posting of the following information at the entrance and/or other prominent or conspicuous areas in the establishment;
 - Contact tracing forms or registration to SafePass or StaySafe.ph;
 - No face mask, no entry policy;
 - Social distancing protocols;
 - Maximum number of allowable persons in the establishment;
 - Sanitation schedule and procedures;
 - Alternative methods of payment, if applicable;
 - No customer-personnel contact protocols;
 - Administration of protocols, including the right to refuse service to customers who fail or refuse to comply;
 - Telemedicine consultation websites for COVID-19 health concerns;
- ❑ Visible floor markings for guidance of clients in queuing areas
- ❑ Installation of air purifiers;
- ❑ Provision of single-used or QR-based menus;
- ❑ Covering furniture made of porous materials with plastic for easy sanitation;
- ❑ Ensuring proper health and safety of all personnel at all times, as follows:
 - No wearing of jewelry (e.g. rings, bracelets, watches, earrings, etc.);
 - Wearing of closed shoes;
 - Observance of proper personal hygiene (e.g. clipped fingernails, observance of company-imposed personal sanitation, etc.);
 - Washing of hands at least once every hour or after every encounter with guests;
- ❑ Observance of the proper disposal of single-use equipment;
- ❑ Observance and enforcement of the customer-personnel contact protocols
- ❑ Implementation of no physical contact policy during payment. Establishments may provide small trays for this purpose; and
- ❑ Designation of a Manager-On-Duty or any personnel to oversee compliance with prevailing government protocols
- ❑ Ensure proper sanitation of vehicles and compliance of drivers and personnel with safety, hygiene, and sanitation protocols.

ANNEX C

ADDITIONAL MANDATORY HEALTH AND SAFETY PROTOCOLS FOR TESTING & TUTORIAL CENTERS

- The number of examinees in a room shall not, at any given time, exceed ten (10). This number must be decreased if the room cannot comply with the social distancing protocols while accommodating ten (10) individuals;
- 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;
- 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; and
- Voice modulation of instructors, administrators, proctors and examinees shall be kept to a minimum while inside the premises.

ANNEX D

ADDITIONAL MANDATORY HEALTH AND SAFETY PROTOCOLS FOR REVIEW CENTERS

- Only review classes for health-related professions (i.e. physician licensure examination) will be allowed on-site operations.
- 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;
- 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; and
- Voice modulation of instructors, administrators, proctors and examinees shall be kept to a minimum while inside the premises.

ANNEX E

ADDITIONAL MANDATORY HEALTH AND SAFETY PROTOCOLS FOR GYMS, FITNESS CENTERS, AND SPORTS FACILITIES

- Allow scheduling of appointments through phone calls, emails, or any online mode;
- Gym and sports equipment, devices, paraphernalia, chairs, tables, lockers and, comfort and bathrooms shall be properly sanitized after every use;
- Only individual workouts shall be allowed. Group workout sessions composed of two (2) or more persons (e.g. zumba, yoga, pilates, etc.) shall be strictly prohibited;

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- ❑ Masks may only be removed when performing individual workouts, provided that the establishment utilizes natural ventilation and continuous air circulation. Provided further that strict 2-meter physical distancing on all sides is observed. A personnel must be assigned to strictly enforce the policy of wearing of masks when the client is not engaging in a physical activity.
- ❑ Gym equipment, devices, and paraphernalia shall be arranged in such a way as to allow the physical distancing of their users at all times;
- ❑ Distancing of fitness stations, lockers, chairs and benches to at least 1 meter apart on all sides;
- ❑ Voice modulation of personnel, coaches and clients shall be kept to a minimum while inside the premises; and
- ❑ The dispensation of water shall be limited to establishments providing disposable water cups or clients bringing their own water bottles. The use of drinking fountains shall be strictly prohibited.

ANNEX F

ADDITIONAL MANDATORY HEALTH AND SAFETY PROTOCOLS FOR INTERNET CAFES

- ❑ Strict adherence to the 30% operational capacity limit of all internet cafes and computer shops during the general community quarantine;
- ❑ Internet cafes may only be accessed for work or education purposes; gaming shall not be allowed. Persons who are less than twenty-one (21) years of age shall not be allowed, except if they are accessing internet cafes for educational purposes;
- ❑ Distancing of computer cubicles to at least 1 meter apart on all sides;
- ❑ Barriers between computer units must be installed;
- ❑ No bystanders are allowed inside internet cafes;
- ❑ Proper ventilation and continuous air circulation shall be strictly observed;
- ❑ Voice modulation of personnel and clients shall be kept to a minimum while inside the premises;
- ❑ Computer paraphernalia such as monitors, headsets, mouse, and keyboards, among others, including the computer chairs and tables, shall be disinfected after each use; and
- ❑ Customers shall be limited to two (2) hours per visit.

ANNEX G

ADDITIONAL MANDATORY HEALTH AND SAFETY PROTOCOLS FOR ESTABLISHMENTS OFFERING PERSONAL CARE (HAIR, NAIL, AND SKIN CARE EXCEPT FULL-BODY MASSAGE) AND AESTHETIC PROCEDURES AND SERVICES

- ❑ Grooming equipment, devices and paraphernalia shall be properly sanitized before and after each service;

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- ❑ Linens, robes, and towels shall be changed with properly sanitized ones after each service;
- ❑ Service cubicles or workstations shall be properly sanitized after every service;
- ❑ The queueing area shall be sanitized at regular intervals;
- ❑ Protective barriers with access holes for performing nail services must be installed

ANNEX H

ADDITIONAL MANDATORY HEALTH AND SAFETY PROTOCOLS FOR DRIVE-IN CINEMAS

- ❑ The operation of drive-in cinemas shall be dependent on the prior approval of the local government units having jurisdiction over their respective locations;
- ❑ Only open-air areas may be used as locations for the operations of drive-in cinemas;
- ❑ 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 personal protective equipment;
- ❑ An adequate number of sanitizing stations, restrooms and handwashing stations must be made available in the location in order that inadvertent gatherings will not form; and
- ❑ All drive-in cinemas shall be fully equipped with security and traffic management, and first-aid responders.

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Customer/Visitor Contact Tracing Form

*(DTI encourages customers to register at and use staysafe.ph,
an IATF-endorsed contact tracing application)*

Full Name of Customer/Visitor (Required): _____ Mobile # (Required): _____ Email Address: _____

Complete Current Address (Required): _____

I hereby authorize (Name of Establishment) _____, to collect my data indicated herein the purpose of contact tracing and effecting control of COVID-19 transmission. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012, and that this form will be destroyed after 30 days from the date of accomplishments, following the protocols of the National Archives of the Philippines.

Signature (Required): _____

Date and Time of Service:	Table/Seat Number/Location:
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Note to Establishment:

1. Forms collected should be filed properly to ensure confidentiality. Visitors should not be able to view accomplished forms. Establishments are enjoined to use a drop-box for this purpose.
2. Accomplished forms shall be retained for only 30 days from the date of accomplishment; those unutilized for contact tracing shall be destroyed after the said period in such a way that personal information shall be obliterated (e.g., shredding/cutting/soaking).
3. The line list should only be accessed by a designated public health authority (LGU Health Officer), and should only be utilized for the purposes of contact tracing.

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ANNEX J

Personnel Health Declaration Form

(DTI encourages customers to register at and use staysafe.ph, an IATF-endorsed contact tracing application)

Full Name of Personnel (Required): _____ Mobile # (Required): _____ Temperature: _____

Complete Current Address (Required): _____

		Answer	
		Yes	No
1. Are you experiencing: (<i>nakakaranas ka ba ng:</i>)	a. fever (<i>lagnat</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	b. cough and colds (<i>ubo at sipon</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	c. body pains (<i>pananakit ng katawan</i>)	<input type="checkbox"/>	<input type="checkbox"/>
	d. sore throat (<i>pananakit ng lalamunan/masakit lumunok</i>)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you had face-to-face contact with a probable or confirmed COVID-19 case within 1 meter and for more than 15 minutes for the past 14 days? (<i>May nakasalamuha ka ba na probable o kumpirmadong pasyente na may COVID-19 mula sa isang metrong distansya o mas malapit pa at tumagal ng mahigit 15 minutos sa nakalipas na 14 araw?</i>)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you provided direct care for a patient with probable or confirmed COVID-19 case without using proper personal protective equipment for the past 14 days? (<i>Nag-alaga ka na ba ng probable o kumpirmadong pasyente na may COVID-19 ng hindi nakasuot ng tamang personal protective equipment sa nakalipas na 14 araw?</i>)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you travelled outside the Philippines in the last 14 days? (<i>ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?</i>)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have you travelled outside the current city/municipality where you reside? (<i>Ikaw ba ay nagbyahe sa labas ng iyong lungsod/munisipyo?</i>) If yes, specify which city/municipality you went to (<i>Sabihin kung saan</i>): _____	<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize (Name of Establishment) _____, to collect my data indicated herein the purpose of contact tracing and effecting control of COVID-19 transmission. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012, and that this form will be destroyed after 30 days from the date of accomplishments, following the protocols of the National Archives of the Philippines.

Signature (Required): _____ Date & Time of Shift: _____

Note to Establishment:

- Forms collected should be filed properly to ensure confidentiality. Visitors should not be able to view accomplished forms. Establishments are enjoined to use a drop-box for this purpose.
- Accomplished forms shall be retained for only 30 days from the date of accomplishment; those unutilized for contact tracing shall be destroyed after the said period in such a way that personal information shall be obliterated (e.g., shredding/cutting/soaking).
- The line list should only be accessed by a designated public health authority (LGU Health Officer), and should only be utilized for the purposes of contact tracing.

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