



MAKATI CENTRAL ESTATE ASSOCIATION, INC.

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ADVISORY 2020-1106

TO : ALL MEMBERS/BUILDING ADMINISTRATORS

SUBJECT : REVISED COVID-19 PROTOCOL (MAKATI)

Attached is copy of the revised Covid-19 from the Makati City Health Department. This protocol shall be followed to implement quarantine regulations for the Corona Virus Disease (COVID-19) in Makati City until the pandemic is officially declared over.

For your information and guidance.

Sincerely,



JONATHAN C. DAVID
General Manager

PROTOCOL ON CORONA VIRUS DISEASE (COVID– 19) OPERATIONS Makati

This Protocol shall be followed to implement quarantine regulations for the Corona Virus Disease (COVID-19) in Makati City until the pandemic is officially declared over.

Section 1. *Quarantine*. There shall be implemented a set of protocols for community quarantine in the City of Makati to limit and restrict the movement of persons in COVID-19 affected areas, regardless of the quarantine status declared by the national government.

Section 2. *Triggers for Quarantine*. Community Quarantine shall be initiated upon any of the following:

1. DOH communication or coordination of a COVID+ person residing in Makati;
2. C-3 call-in of a person or persons suffering from the symptoms of COVID-19;
3. Direct communication from private laboratories; or
4. Individual coordination with the Makati Health Department (MHD) or the City Epidemiology and Surveillance Unit (CESU).

Moreover, to establish the quarantine, the CESU shall require the following information:

- official laboratory result of the COVID+ person
- name and contact number
- address

Section 3. *Protocols*. The following protocols shall be followed to implement community quarantine:

1. The CESU shall communicate with the COVID+ patient for contact tracing and if necessary, send a team to the address specified in the report for extraction.
2. Based on the initial communication, CESU may recommend home or facility isolation, or hospital confinement depending on symptoms exhibited as communicated by the patient during contact tracing.
3. Each CESU extraction team shall be composed of two medical and two surveillance team members in addition to personnel for Emerging and Re-Emerging Infectious Disease and Disinfection. Each extraction team shall have a support group of two Public Safety Department (PSD) personnel to ensure their safety and security while going to, in and coming from the area. Police personnel may also be included in the team when necessary.

4. During extraction, the house, apartment, or building as the case may be where the COVID-19 person resides shall be placed on full lockdown while the remaining surveillance team members conduct contact tracing and disinfection, in cooperation with property owners or managers. The lockdown shall only be for the period necessary for extraction and disinfection.
5. While the surveillance team is conducting contact tracing and disinfection in the area, no person shall be allowed to enter or exit the premises concerned. PSD personnel or Barangay Tanod or Bantay Bayan shall be stationed in all entrance and exit points. The PSD shall send additional personnel from the nearest available posts for augmentation.
6. In case the patient is a COVID+ or PUI (suspect or probable), the residents of the house, apartment, or building where the person resides or is located, and the property manager and security officers of the house, apartment, or building shall be informed of the finding of the CESU Team and the necessary quarantine shall be imposed in the house, apartment or building.

Furthermore, they will be advised to conduct their own disinfection and clean-up of the property's common areas and informed of the necessary precautions that they should take for the protection of the other residents and to prevent the spread of COVID-19.

The building administrator or property manager shall email reports and pictures of the clean-up, sanitation and disinfection made to the Makati Health Department through makaticesu@gmail.com.

7. If the person reported is found by the CESU Team to be negative or not exhibiting symptoms of COVID-19, the CESU team may opt to do a clean-up and disinfection of the area depending on their assessment, and thereafter lift the lockdown and vacate the area.

Section 4. Quarantine of Residential Buildings. - In residential condominiums and buildings, the whole floor where COVID+, suspect or probable case resides, may be put on quarantine if 50% of the units in the floor have residents infected. If less than 50% in the floor are affected, only the specific units shall be quarantined.

All persons in the same floor or unit, as the case may be, shall not be allowed to leave their units for 10 days. All unit owners, tenants, residents shall conduct their own cleaning, sanitation and disinfection. The Property Management Offices shall ensure the lockdown of specific floors. Deliveries for the necessities of those on lockdown shall be a shared responsibility of the concerned families and property managers.

Other residents shall strictly implement strict personal protection like wearing of masks, regular hand sanitizing, observing correct etiquette in coughing or sneezing. They shall be considered as persons with possible exposure or PPE.

In case there are COVID+, suspect or probable cases more than 50% of the total number of units from different floors in a building, the whole building shall be put on quarantine for 10 days. No person shall be allowed in or out of their respective units. The property management office, PSD and security officers shall ensure the implementation of the quarantine.

Section 5. Closure of Commercial Buildings. - In commercial buildings, the following rules shall be followed:

- a. If there is a COVID+, suspect or probable in an office, the individual COVID+, suspect or probable shall be isolated and the office shall be closed for contact tracing and disinfection.
- b. If 50% of the units in 1 floor have COVID+, suspect or probable in each unit, the entire floor shall be closed for contact tracing and disinfection.
- c. If 50% of the units of the building have COVID+, suspect or probable, the whole building shall be closed for contact tracing and disinfection.

All COVID+, suspect or probable in an office shall not be allowed to leave their units unless arrangements are made by the affected companies with CESU for the safe transfer of its employees to their homes, quarantine facilities or the hospital.

All unit owners and tenants shall conduct their own cleaning, sanitation and disinfection. The Property Management Offices shall ensure the closure of specific floors. Deliveries for the necessities of the employees shall be a shared responsibility of the concerned companies and property managers.

CESU may allow reopening of the office, floor or building, as the case may be, only after the necessary contact tracing and disinfection has been completed.

Section 6. Quarantine of House. In case the COVID+, suspect or probable case resides in a house, or in a house in a compound, the whole household or compound, respectively, shall be placed on quarantine. No person shall be allowed in or out of their respective houses or compound. The PSD and security officers shall ensure the implementation of the quarantine.

Section 7. Quarantine of Streets. In case of 50% of the total residents are COVID+, suspect or probable cases in the same street, the whole street may be placed on quarantine. No person shall be allowed to enter or exit the street. The PSD and security officers shall ensure the implementation of the quarantine.

Section 8. *Quarantine of Barangays or Villages.* Barangays or villages may recommend to the City Mayor to place their respective areas under critical zone or quarantine for a period not longer than 10 days, subject to submission of a zoning action plan and budget.

Section 9. *Quarantine of the City.* The City Mayor may place the whole city under quarantine upon the recommendation of the DRRMC and the Sangguniang Panlungsod. The PNP and the national government shall be called upon to help implement such quarantine.

Section 10. *Deliveries of Basic Needs in Quarantined Areas.* Buildings, households and other areas shall identify specific areas, preferably the ground floor, for purposes of delivery of basic necessities such as food, laundry, medicines and the like. The delivery person shall wear gloves and place the object in the space or area provided. Physical distancing of at least one-meter apart shall be exercised.

Payments are encouraged to be made online and use the City's Makatizen Card and its payment functions. However, for cash on delivery, no contact policy shall be exercised. Payment shall be placed in an envelope. The delivery person shall not enter the unit or house.

Protocols for deliveries may change in accordance with latest IATF Resolutions or guidelines issued by proper authorities.

Section 11. *Management of the Dead.* Remains of COVID cases, whether positive, suspect, probable or PUMs shall be cremated or buried within 12 hours. Only the cremains shall be turned over to the families. Wakes shall comply with the latest Executive Order issued by the Mayor. No gathering of more than 10 person, at a time, for wakes and burial shall be allowed.

Section 12. *Submission of List of Residents and Employees.* Building administrators or property management offices shall provide the City Government, through the Makati Health Department, with a list of residents or employees per unit to facilitate contact tracing. The list may be submitted by email to makaticesu@gmail.com.

Section 13. *Public Markets, Malls, Supermarkets and other public areas.* There shall be a regular cleaning, sanitation and disinfection of areas commonly frequented by people. Public markets shall close at least once a week for a minimum of four hours for cleaning, sanitation and disinfection. In case a vendor, employee or any person receives his or her positive COVID result while at work, operations shall immediately cease, the area where the person works or has stayed for more than 15 minutes shall be cordoned off, cleaned, disinfected and sanitized.

Section 14. *Returning Residents.* The City of Makati shall not issue Certificates of Acceptance for returning residents. However, punong barangays may issue certificates of acceptance or letters of coordination upon request of returning residents or families for purposes of issuance of travel authority. Upon arrival, returning residents shall report their arrival to the barangay and subject themselves to home quarantine for at least 10 days.

Section 15. Transients. Transients in Makati shall not be required to undergo 10-day quarantine upon arrival on the condition that they have travel authority from their home-LGU, round-trip tickets or confirmed transportation, hotel or other booking and such business shall be concluded within the 10-day period.

Home stay with relatives in the city is discouraged.

Those staying in Makati for over 14 days shall comply with the requirements for travel authority for locally-stranded individuals or indispensable travelers.

For strict implementation.

DR. BERNARD T. SESE
OIC- Makati Health Department
Incident Commander