



ADMINISTRATIVE ORDER NO. 2020 - 001

IMPLEMENTING RULES AND REGULATIONS GOVERNING THE OPERATION OF HOTELS AND OTHER ACCOMMODATION ESTABLISHMENTS DURING THE PERIOD OF ENHANCED COMMUNITY QUARANTINE

Pursuant to Proclamation No. 922 s. 2020 entitled "*Declaring a State of Public Health Emergency Throughout the Philippines*," Proclamation No. 929 s. 2020 entitled "*Declaring a State of Calamity Throughout the Philippines Due to Corona Virus Disease 2019*," and the Memoranda from the Executive Secretary dated 13 March 2020, 16 March 2020, and 18 March 2020, the following Implementing Rules and Regulations (IRR) governing the operation of hotels and other accommodation establishments during the period of the Enhanced Community Quarantine are hereby promulgated for the guidance of all concerned:

Section 1. Short Title. – This Order shall be known as the "Implementing Rules and Regulations (IRR) on Operations of Accommodation Establishments During the Enhanced Community Quarantine."

Section 2. Definition of Terms. – For purposes of this IRR, the term:

- (a) "Accommodation Establishments" shall refer to establishments operating primarily for accommodation purposes including, but not limited to, hotels, resorts, apartment hotels, tourist inns, motels, pension houses, private homes used for homestay, ecolodges, serviced apartments, condotels, and bed and breakfast facilities.
- (b) "Basic Establishments" shall refer to those under item 5 of the Memorandum from the Executive Secretary dated 15 March 2020 and subsequent modifications and clarifications, namely, private establishments providing basic necessities and such activities related to food and medicine production, i.e., public markets, supermarkets, groceries, convenience stores, hospitals, medical clinics, pharmacies and drug stores, food preparation and delivery services, water-refilling stations, manufacturing and processing plants of basic food products and medicines, banks, money transfer services, power, energy, water, and telecommunications supplies and facilities, and business processing outsourcing (BPO) establishments.
- (c) "Covered Accommodation Establishments" shall refer to Accommodation Establishments permitted to operate under this Order.
- (d) "Enhanced Community Quarantine" shall refer to the situation where strict home quarantine shall be implemented in all households, transportation shall be suspended; provision for food and essential health services shall be regulated; and heightened presence of uniformed personnel to enforce quarantine procedures will be implemented.
- (e) "Foreign Guests" shall refer to guests holding passports issued in a foreign country.
- (f) "In House Staff" shall refer to personnel of Accommodation Establishments who are provided house use or free room stays within the premises for the purpose of rendering services to guests.
- (g) "Long Staying Guests" shall refer to guests who have existing long-term leases.
- (h) "Neighboring Basic Establishments" shall refer to Basic Establishments within a two (2) kilometer radius from Covered Accommodation Establishments.

Section 3. Coverage. – This Order shall apply to all Covered Accommodation Establishments in the Island of Luzon.

Section 4. Covered Accommodation Establishments. – No Accommodation Establishments shall be allowed to operate during the period of Enhanced Community Quarantine, except those accommodating:

- (a) Foreign Guests who had existing bookings or reservations under any Accommodation Establishment within the Philippines as of 17 March 2020;
- (b) Long Staying Guests; and
- (c) Employees from Neighboring Basic Establishments as defined in this Order.

Section 5. Bookings for Employees of Basic Establishments. – New bookings of guests falling under Section 4 (c) of this Order shall be allowed.

Section 6. Reporting Requirement. Immediately upon the issuance of this Order, all Accommodation Establishments with checked-in guests or who wish to accommodate guests allowed under this Order shall report to DOT the following:

- (a) Number of staff comprising its skeletal workforce for the duration of the Enhanced Community Quarantine;
- (b) Names, nature of business, and location of Basic Establishments within a two (2) km radius from their premises whose employees will avail of their accommodation services;
- (c) Number and length of stay of employees from Neighboring Basic Establishments who are checked-in, if any, and names of their respective employers;
- (d) Number, nationality, and length of stay of Foreign Guests who checked in prior to 00:00 (12:00 a.m.) on 17 March 2020, if any; and
- (e) Number of Long Staying Guests and their length of stay, if any.

Reports shall be submitted to the Standard Monitoring and Enforcement Division (SMED) of the DOT through smed@tourism.gov.ph, who shall share the reports with Local Government Units (LGUs) and other relevant agencies. Any changes to the foregoing information shall be reported immediately, provided, that in the reporting of all information, compliance with the Republic Act No. 10173 or the *Data Privacy Act* shall be ensured.

Section 7. Limited Operations. – Covered Accommodation Establishments shall operate only to provide basic accommodation services to guests. For this purpose:

- (a) Room service shall not be allowed;
- (b) Daily housekeeping shall not be implemented. Cleaning and sanitation of rooms shall be conducted only as may be necessary;
- (c) Only a skeletal workforce or such number of personnel as may be required to provide basic services to guests shall be retained; and

- (d) Ancillary establishments within the premises, such as restaurants, cafés, bars, gaming areas, and the like, shall not be allowed to operate; provided, that Covered Accommodation Establishments may prepare and distribute packed meals for guests who opt for the same.

Section 8. Single Occupancy. – As far as practicable, guests shall be accommodated in single occupancy rooms.

Section 9. In House Staff. – The skeletal workforce shall be composed of In House Staff only.

Section 10. Sanitation and Disinfection. – All Accommodation Establishments shall ensure that regular cleaning, sanitation, and disinfection of its premises are conducted, and that disinfectants and sanitizers are easily accessible in common areas.

Section 11. Social Distancing. – In its operations, Covered Accommodation Establishments shall ensure that the Social Distancing Measures under the Memorandum from the Executive Secretary dated 13 March 2020 are observed.

Section 12. Effectivity. – This Order shall take effect immediately and shall remain effective until the termination of the Enhanced Community Quarantine period, or until otherwise superseded, amended, or repealed accordingly.

For guidance and strict compliance.

18 March 2020

BERNADETTE ROMULO-PUYAT
Secretary