



## JOINT DOH-DOT-DILG ADMINISTRATIVE ORDER NO. 2020-001

### GUIDELINES ON THE OPERATION OF ACCOMMODATION ESTABLISHMENTS AS QUARANTINE FACILITIES FOR OFWS UNDER REPUBLIC ACT NO. 11469

WHEREAS, under Republic Act (RA) No. 11469 or the *Bayanihan to Heal as One Act*, the President is authorized to direct the operations of privately-owned establishments; provided, that the management and operation thereof shall be retained by the owners of the enterprise; and provided, further, that if the said enterprises unjustifiably refuse or signify they are no longer capable of operating their establishment, the President may take over their operations subject to the limits under the Constitution;

WHEREAS, RA No. 11469 likewise provides that the President may require businesses to prioritize and accept contracts, subject to fair and reasonable terms, for services necessary to mitigate, if not contain, the transmission of COVID-19, mobilize assistance in the provision of basic necessities of affected individuals, and undertake measures that will prevent the overburdening of the healthcare system;

WHEREAS, in the Memorandum from the Executive Secretary dated 28 March 2020 entitled "*Implementation of Temporary Emergency Measures Under Republic Act No. 11469 otherwise known as the Bayanihan to Heal as One Act*," the Department of Health (DOH) and Department of Tourism (DOT) are directed to issue guidelines for purposes of implementing the authority of the President to direct the operation or take over privately-owned establishments to serve as quarantine areas;

NOW, THEREFORE, based on the foregoing, these Guidelines on the Operation of Accommodation Establishments as Quarantine Facilities for OFWs are hereby issued.

**Section 1. Short Title.** – This Order shall be known as the "*Guidelines on the Operation of Accommodation Establishments Under Republic Act No. 11469*."

**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) "DOT Accreditation" or "Regular DOT Accreditation" shall refer to a certification issued by the DOT to an Accommodation Establishment that officially recognizes it as having complied with the minimum standards for the operation of tourism facilities and services.
- (c) "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.
- (d) "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.

- (e) “Manning Agency” shall refer to any person, partnership, or corporation duly licensed by the Secretary of Labor and Employment to engage in the recruitment and placement of seafarers for ships plying international waters and for related maritime activities. (*Omnibus Rules and Regulations Implementing the Migrant Workers and Overseas Filipinos Act of 1995 as amended*)
- (f) “Mandatory Quarantine Period” refers to a fourteen (14)-day period of quarantine. (*DOH Department Circular No. 2020-0105*)
- (g) “Non-Accredited Establishments” shall refer to Accommodation Establishments that have not applied for, or have failed to secure DOT accreditation as required under RA No. 9593 or the *Tourism Act of 2009*, but have secured a business permit to operate as such from the Local Government Unit (LGU).
- (h) “Overseas Filipino Worker” or “OFW” shall refer to a person who is to be engaged, is engaged, or has been engaged in a remunerated activity in a State or country of which the worker is not a citizen. (*RA No. 10801*)
- (i) “Person Under Monitoring” or “PUM” shall refer to a person with travel history to countries with local transmission or risk of importation of COVID-19, but does not show symptoms of a respiratory illness and/or fever. (*DOH Updated Decision Tool for COVID-19 Assessment as of 16 March 2020*)
- (j) “Quarantine Facilities” refer to Accommodation Establishments that are designated as facilities that will house persons required to undergo quarantine during their Mandatory Quarantine Period.
- (k) “Recruitment Agency” shall refer to any person, partnership, or corporation duly licensed by the Secretary of Labor and Employment to engage in the recruitment and placement of workers for overseas employment for a fee. (*Omnibus Rules and Regulations Implementing the Migrant Workers and Overseas Filipinos Act of 1995 as amended*)
- (l) “Volunteer Accommodation Establishments” shall refer to Accommodation Establishments that have agreed to the use of their premises as a quarantine facility for OFWs, and have committed to operate under the supervision of the DOH and in compliance with these Guidelines.

**Section 3. Coverage.** – These Guidelines shall apply to all Accommodation Establishments in the Philippines that will be used as quarantine facilities of OFWS.

#### **A. IDENTIFICATION AND INSPECTION OF ACCOMMODATION ESTABLISHMENTS**

**Section 4. Identification of Potential Accommodation Establishments.** The DOT and DILG shall jointly identify DOT-accredited and Non-Accredited establishments in each region that may potentially be used as Quarantine Facilities. For this purpose:

- (a) The DOT, with the assistance of its Regional Offices, shall provide a list of Accommodation Establishments that have valid DOT accreditation; and
- (b) The DILG shall require LGUs to submit a list of enterprises that have been issued Mayor’s or Business Permits to operate as Accommodation Establishments.

**Section 5. Submission of Inventory to Office of the President.** – In compliance with the Memorandum from the Executive Secretary dated 28 March 2020, the DOT shall submit to the Office of the President an inventory of the identified accommodation establishments.

**Section 6. Notice to Accommodation Establishments.** –The DOT shall issue a Notice to the owners or authorized representatives of identified Accommodation Establishments:

- (a) Informing them that their establishment has been identified as a potential Quarantine Facility;
- (b) Encouraging them to volunteer to operate their establishment and use their premises for such purpose if found suitable by the DOH; and
- (c) Advising them that in case of refusal to volunteer, the Office of the President may take over the operations of their enterprise pursuant to RA No. 11469.

**Section 7. Notice of Intent to Volunteer.** – Accommodation Establishments that intend to volunteer their enterprise as Quarantine Facilities shall submit a notice of such intent to the DOT within twenty-four (24) hours from receipt of the notice from DOT.

**Section 8. Inspection by DOH.** – DOH shall inspect the premises of Volunteer Accommodation Establishments for suitability for use as a Quarantine Facility.

## **B. VOLUNTEER ACCOMMODATION ESTABLISHMENTS**

**Section 9. Supervision of Operations.** – The management and operation of Volunteer Accommodation Establishments shall be retained by the owners of the enterprise under the supervision of the DOH, and subject to the guidelines below.

**Section 10. Lowest Possible Rates.** – Volunteer Accommodation Establishments are strongly encouraged to provide the lowest possible rates. In case an enterprise is reported to be engaging in opportunistic pricing, the Office of the President may exercise its authority to compel the said establishment to charge lower rates as authorized under RA No. 11469.

**Section 11. Payment.** – Expenses for the costs of accommodation and, if applicable, meals, shall be shouldered by:

- (a) The Overseas Workers Welfare Administration (OWWA) or any relevant National Government Agency;
- (b) the Recruitment or Manning Agencies of the guests; or
- (c) the guests themselves.

**Section 12. Limited Operations.** – Volunteer Accommodation Establishments shall operate only to provide basic accommodation services. 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 In House Staff consisting of 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 Volunteer

Accommodation Establishments may prepare and distribute packed meals for guests who opt for the same.

**Section 13. Requirements for Room Occupancy.** – Volunteer Accommodation Establishments shall ensure that:

- (a) Guests shall be accommodated in single occupancy rooms only, with own toilet and bath. For avoidance of doubt, single occupancy shall mean only one person shall be accommodated in each room.
- (b) Each room shall be provided with a sanitation kit which guests shall use to regularly disinfect door knobs, remote controls, light switches, the bathroom sink, and other commonly accessed surfaces and items. The sanitation kit shall include, at the minimum: alcohol, soap, disinfectant spray, tissues, and rags.
- (c) Each room is provided with a hygiene kit for guests. This shall include a toothbrush, toothpaste, sanitary napkin/pad if applicable, shampoo, conditioner, bath soap, laundry or detergent soap, bath towel, hand towel, nail cutter, plastic comb, and other toiletries.
- (d) When within the premises of the Volunteer Accommodation Establishment, guests shall be confined to their rooms. Mingling with occupants of other rooms shall be strictly prohibited.
- (e) Guests shall use the same bed and the same room they are billeted in throughout the entire period of their stay.
- (f) All relevant guidelines of the DOH in relation to disinfection, sanitation, and protocols for room use, including DOH Department Circular No. 2020-0043 dated 05 February 2020, shall be complied with.

**Section 14. Sanitation and Disinfection.** – Volunteer Accommodation Establishments shall ensure that regular cleaning, sanitation, and disinfection of its common areas are conducted, and that disinfectants and sanitizers in common areas are easily accessible to guests. For this purpose, the applicable provisions under DOH Department Circular No. 2020-0043 dated 05 February 2020 shall be observed.

**Section 15. Waste Management.** - Volunteer Accommodation Establishments shall ensure proper handling of waste. For this purpose, DOH guidelines on collection, transportation, and disposal of garbage and other waste products shall be complied with.

**Section 16. Quarantine House Rules.** – All guests shall be considered Persons Under Monitoring (PUM). In its operations, Volunteer Accommodation Establishments shall ensure that the relevant guidelines on quarantine and treatment of PUMs issued by the DOH and the Bureau of Quarantine (BOQ) are observed.

**Section 17. Reporting Requirement.** – Immediately upon submission of its intent to use its premises as a Quarantine Facility, and every Friday thereafter, Volunteer Accommodation Establishments shall report to DOT, DOH, and DILG the following:

- (a) Number of staff comprising its skeletal workforce;
- (b) Names of Recruitment Agencies or Manning Agencies that have engaged or are expected to engage their enterprise as a Quarantine Facility for OFWs, if applicable;
- (c) Number and length of stay of OFWs that are billeted or to be billeted, if applicable;

- (d) Number of guests who have developed symptoms of COVID-19; and
- (e) Number of guests who have been transferred to an appropriate facility.

Reports shall be submitted to the DOT through [smed@tourism.gov.ph](mailto:smed@tourism.gov.ph), the DOH through [boqdirectoroffice@gmail.com](mailto:boqdirectoroffice@gmail.com), and the DILG through [prd.dilg@gmail.com](mailto:prd.dilg@gmail.com). The reports may be shared with the Office of the President, LGUs, and other government agencies; provided, that in the reporting of all information, compliance with the Republic Act No. 10173 or the *Data Privacy Act* shall be ensured.

### C. TAKEOVER OF OPERATIONS

**Section 18. Takeover of Operations.** – Should an Accommodation Establishment identified as a suitable Quarantine Facility unjustifiably refuse or signify that they are not capable of operating for such purpose, the DOT and DOH may recommend to the Office of the President the take over their operations subject to the limits and safeguards enshrined in the Constitution.

For avoidance of doubt, takeover of operations shall mean that the National Government shall directly undertake the management and operations of the Accommodation Establishment, and may engage the services of the Accommodation Establishment’s personnel and staff for that purpose. Ownership and all proprietary rights over the accommodation establishment shall remain with the owners of the enterprise.

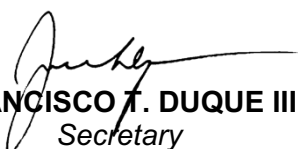
In case of takeover of Accommodation Establishments, the Office of the President may provide compensation to the owners thereof as may be applicable under Section 4(h) of RA No. 11469.

**Section 19. Repealing Clause.** – All orders, rules and regulations, issuances, or any part thereof, of the DOT or DOH inconsistent with the provisions of these Guidelines are hereby repealed or modified accordingly; provided, that Administrative Order No. 2020-001-B of the DOT shall remain in effect insofar as Foreign Guests, Long Staying Guests, Stranded Passengers, and Employees of Basic Establishments as defined therein, are concerned.

**Section 20. Effectivity.** – This Order shall take effect immediately and shall remain effective for the period that RA No. 11469 is in full force and effect, or until otherwise superseded, amended, or repealed accordingly.

For guidance and strict compliance.

03 April 2020

  
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