



Congress of the
Republic of the Philippines
House of Representatives
Quezon City

MEMORANDUM

For : ALL
From : Office of the Secretary General
Subject : GUIDELINES ON OPERATIONS OF THE HOUSE OF REPRESENTATIVES AMID COVID-19
Date : 01 May 2020

As the House of Representatives (“HRep”) fully performs its Constitutional mandates amid COVID-19 risks, it adopts the following operational guidelines that are designed to balance the continuing performance of the institution’s functions and the provision of necessary protection for its Members, employees, and the general public.

Please understand that COVID-19 has placed all of us under totally new circumstances which continue to change as we learn more about this virus and adopt measures to effectively contain it. There could be gaps in these guidelines – confusion and misunderstanding, even. Please bear with us and with each other as we all try to adjust to the new normal and to the changing circumstances.

Activities have to be restricted, personal interactions limited, and work arrangements and processes changed. The restrictions, limitations, and changes, while not to everyone’s satisfaction, are for everyone’s safety.

GENERAL GUIDELINES:

- a. Physical distancing shall be maintained at all times. It specifically means at least two (2) meters distance between a person and other person/s around him/her.
- b. To the extent possible, physical interaction between and among Members, employees, and guests shall be limited.
- c. No mass gathering, or an activity that will be participated in by fifty (50) or more persons, shall be allowed.
- d. Non-essential activities shall not be allowed.
- e. The prevention of COVID-19 transmission shall be the overriding consideration in all aspects of HRep operations.
- f. Appropriate health screening, sanitation, and disinfection protocols shall be undertaken.

- g. Special consideration shall be accorded to senior citizens, persons with disabilities (“PWDs”), the pregnant, and those with existing medical conditions.
- h. Flexible work arrangements and schedules shall be adopted depending on the functions, circumstances, and deliverables of each department.

SPECIFIC GUIDELINES:

Consistent with the General Guidelines, the following shall be observed:

A. Use of HRep Vehicles

- HRep vehicles (buses and coasters) shall be used EXCLUSIVELY for employees’ shuttle service. Use of HRep vehicles for other purposes shall not be allowed in the meantime. *Please see Annex A: Guidelines on Employees’ Shuttle Service.*

B. Entry of Members, Employees and Guests to the HRep Complex and Buildings

- There will be separate lines for Members in all building entrances.
- Members, employees, and guests shall be subjected to health screening and disinfection protocols, as follows:
 - Body temperature shall be taken. Persons with temperature reading of 37.5°C or higher shall be denied entry, directed to quarantine tents, and attended to by HRep medical personnel;
 - All will apply alcohol or sanitizers, which will be provided in all entrances.
 - Face mask shall be required. A no-face-mask, no-entry policy shall be followed.
 - All will step on footwear disinfection mats.
- Only guests with confirmed appointments shall be allowed entry to HRep premises and buildings. Offices must provide the Office of Sergeant-at-Arms their guest list at least one (1) hour before the guests’ expected arrival.
- Guests shall be required to submit duly accomplished Health Declaration Form. While the form will be made available in every building entrance, guests should be encouraged to download the form from our website and accomplish it before going to HRep. *Please see Annex B: Health Declaration Form*
- Personnel of House food concessionaires, other agencies holding office in the House, and service providers (security guards and janitors) shall be required to submit Health Declaration Forms.

C. Use of Offices, Rooms, and Facilities

- The use of offices, conference rooms, and other facilities shall, at no time, exceed their occupancy limit following physical distancing protocols. *Please see Annex C: Occupancy Limits of HRep Offices, Rooms and Facilities.*
- The number of passengers per elevator shall be limited to a maximum of four (4) at any given time. House Members, senior citizens, PWDs, and the pregnant shall be given priority in the use of elevators. Other employees and

guests shall be encouraged to use the stairs instead. HRep security personnel shall manage the queueing system for the elevators.

D. Work Scheme and Schedule

- All employees shall continue to work for forty (40) hours per week through a combination of work-in-the-office and work-from-home arrangements.
- Only employees that need to do essential tasks that have to be performed in the office on specific days shall be required to physically report for work.
- As far as practicable, senior citizens, PWDs, the pregnant, and those with existing medical conditions should be made to work from home.
- Employees on work-from-home arrangement shall be on-call for physical reporting to work, if need arises.
- Efforts should be taken to rotate every fourteen (14) days employees who physically report for work.
- At any given time, the number of employees who shall be required to physically work in the offices shall be subject to the occupancy limit of the office spaces – with allowance for the number of guests that will be allowed entry.
- Members, Deputy Secretaries General and other office heads shall determine the work arrangements for their employees including the specific physical reporting dates and times and outputs required from them.

E. Work Processes and Workstations

- Work processes and workstations shall be modified to minimize close physical contact and interaction between and among Members, employees and guests.
 - Information and communication technology (ICT)-based processes for the preparation, handling, transmission, custody of, and access to information and documents, except for strictly confidential information and documents, shall be observed. *Please see Annex D: Updated Directory of House Secretariat Officials and Offices; Annex E: Guidelines on the Electronic Filing of Bills and Resolutions; and Annex F: Guidelines on the Electronic Transmittal of Administrative Documents.*
 - Each department/office shall have a centralized receiving station for guests/clients and for documents that cannot be electronically transmitted.
 - Queueing system following physical distancing protocols shall be implemented in the physical delivery of services to the public.
 - Appropriate protective shields (e.g. plastic counter divider) shall be installed in areas where employees interact with guests/clients.
 - Alternative workstations (e.g. library, conference rooms that are not in use) shall be made available to employees and guests/clients.
 - The implementation of biometrics attendance system shall be suspended. Manual system of attendance recording shall be done and reporting shall

be through the issuance of Certificate of Service. *Please see Annex G: Guidelines on Employee Attendance Recording and Reporting.*

F. Plenary Sessions

- Plenary sessions shall be conducted with a maximum of twenty-five (25) Members physically attending at the Session Hall and the rest attending through video conferencing. The Majority and the Minority Floor Leaders shall adopt a system for choosing their Members who will be physically attending the sessions.
- The total number of Secretariat employees, media personnel, and guests that shall be allowed inside the Session Hall shall not exceed twenty-five (25).
- The procedures used during the Special Session shall govern attendance, debates, voting, and all other aspects of a Session.

G. Committee Hearings, Technical Working Group Meetings, Administrative Meetings, Political Caucuses and Press Conferences

- Committee hearings, technical working group meetings, administrative meetings, political caucuses, and press conferences shall be conducted through videoconferencing.
- The Secretary General, for compelling reasons, may allow, a physical meeting or a combination of physical meeting and videoconferencing with the number of physically-attending participants (Members, committee secretariat, resource persons, security personnel, IT technicians, protocol officers, and media) strictly limited to the occupancy limit of the meeting venue following physical distancing protocols.
- The Inter-Parliamentary and Public Affairs Department, the Committee Affairs Department, and the Office of the Secretary General will assist in conducting hearings and meetings via videoconferencing.

H. Visitors Seeking Assistance

- The reception of visitors seeking financial, medical or other assistance from Members shall be allowed only during Thursdays and done only at the first level of the North Multi-Level Parking. *Please see Annex H: Guidelines on the Reception of Visitors Seeking Assistance.*

I. Travels

- Only official travels that are necessary in the performance of HRep's mandate and travels that are needed for personal or medical emergencies shall be authorized or granted clearance. Members and employees who travelled shall strictly follow the quarantine protocols prescribed by the Department of Health.

J. Medical Services

- The Medical and Dental Service shall oversee the implementation of health and sanitation protocols, including reporting of suspected, probable, and confirmed cases and monitoring of health conditions of reported cases. *Please see Annex I: Guidelines on Medical Services at the MDS Clinic*

K. Food Services

- Food will continue to be served at the South Lounge but physical distancing protocols shall be observed.
- Food to be served in hearings and meetings shall be limited to pastries, water, coffee or tea.
- Employees shall be strongly encouraged to bring their own food and drinks when scheduled to work in the office.
- The provision of food services in the HRep Food Court and coffee shops shall be strictly limited to take-out/pick-up with food products packed in hygienic paper-based containers. No dine-in food service shall be allowed.
- Pre-ordering of food through telephone call, text messaging, and other messaging applications shall be encouraged. *Please see Annex J: Directory of HRep Food Concessionaires.*
- A queuing system strictly following physical distancing protocols shall be adopted in food take-out/pick-up;
- HRep food concessionaires shall ensure that their employees wear face masks, face shields, hand gloves and other necessary PPEs, and observe good personal hygiene.
- Employees may avail of the delivery service of external food providers. However, such deliveries shall only be up to the designated areas near the building entrances where employees themselves will claim the delivered food.

L. Hygiene and Sanitation

- Face masks shall be worn at all times while inside the HRep premises.
- HRep medical employees and other frontline personnel who physically interact with the general public shall use face masks, face shields, gloves, and other necessary PPEs.
- Used face masks, face shields, gloves, and other PPEs shall be disposed of properly. *Please see Annex K: Guidelines on the Proper Disposal of Bio-Hazardous Materials.*
- Personal hygiene through frequent and thorough washing and disinfection of hands using soap, alcohol, and alcohol-based hand sanitizers will be promoted by providing disinfection supplies in all building entrances, offices, and comfort rooms.
- Disinfection of offices, conference rooms, other facilities, and vehicles used for shuttle service shall be conducted daily.

M. Sanctions

- Individuals who violate any of the guidelines prescribed herein shall be subject to appropriate administrative and criminal sanctions.

N. Effectivity

- This Guidelines shall take effect immediately.

(Sgd.) **JOSE LUIS G. MONTALES**
Secretary General

ANNEX A

GUIDELINES ON EMPLOYEES' SHUTTLE SERVICE

To comply with physical distancing protocol and to reduce the risk of transmission of COVID-19, the following shall be strictly observed when availing of the employees' shuttle service:

1. The shuttle service is exclusive for HREP employees and staff only. Offices should submit via Viber or text to Engr. Ed Tamayo (cellphone number 09206606473) of the Transport Group, Engineering Service a list of their personnel intending to avail of the service with their preferred pick-up points based on the schedule below.
2. The seating capacity and manifest, which will be posted in each of the vehicles, must be followed always.
3. Previously designated pick-up points and drop-off points at Lagro, Philcoa and Marikina shall still be serviced. Additional pick-up points and drop-off points with estimated time of departure were added.
4. Please refer to the table below:

#	Occupancy Limit	Departure Time	Pick-up points	Departure Time	Drop-off Points
1 Bus (Extended Route)	26	7:00 a.m.	Welcome Rotunda, QC	7:00 p.m.	Cor. Filinvest Rd. & IBP Rd.
1 Mini Bus	12		Banawe Sto. Domingo Church (opposite)/Araneta Delta EDSA Dambana ng Bayani Philcoa (Jollibee) Sandiganbayan		Philcoa EDSA Dambana ng Bayani Delta Banawe Sto. Domingo Church/Araneta Welcome Rotunda, QC
1 Bus	24	7:30 a.m.	Philcoa (Jollibee)	7:00 p.m.	Philcoa
1 Bus (Extended Route)	26	6:30 a.m.	Sta. Lucia, Cainta	7:00 p.m.	San Mateo (near Bridge)
1 Mini Bus	12		Robinsons, Marikina Concepcion, Marikina San Mateo (near Bridge)		Concepcion, Marikina Robinsons, Marikina

#	Occupancy Limit	Departure Time	Pick-up points	Departure Time	Drop-off Points
					Sta. Lucia, Cainta
1 Bus	26	7:10 a.m.	Marikina City Hall	7:00 p.m.	Marikina City Hall
1 Bus (Extended Route)	24	6:30 a.m.	SM San Jose Del Monte, Bulacan	7:00 p.m.	Terraces, Lagro
1 Mini Bus	12		Pleasant Hills		Dela Costa
			Bankers Village		Bankers Village
			Dela Costa		Pleasant Hills
			Terraces, Lagro		SM San Jose Del Monte, Bulacan
1 Bus	26	6:45 a.m.	Terraces, Lagro	7:00 p.m.	Terraces, Lagro
1 Mini Bus	12	8:15 a.m.	Sandiganbayan		NO TRIP
1 Mini Bus	12	8:30 a.m.			

- Appropriate health screening, sanitation, and disinfection protocols shall be undertaken when boarding the vehicles.

The bus personnel shall take the body temperatures of personnel boarding the vehicle, ensure that supply of alcohol or sanitizers is sufficient, and the no-face-mask, no-entry policy is strictly observed.



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 Quezon City, Metro Manila

NOTICE: The House of Representatives (HRep) is strictly implementing a “NO-FACE-MASK, NO-ENTRY” policy. Wear your face mask at all times while inside the HRep premises.

HEALTH DECLARATION FORM

Full Name:			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
Nationality:	Sex:	Age:	Contact Number:
Email Address:			
Present Address:			
Foreign countries you have worked, visited, transited in the past 14 days			
Cities in the Philippines you have worked, lived or transited in the past 14 days			
Have you been sick in the past 30 days? Hospital visited, if any?	<input type="checkbox"/> 'Yes', please describe condition:	<input type="checkbox"/> No	
In the last 14 days, did you have any of the following: fever, colds, cough, sore throat, loss of smell and taste, muscle pain, headache or difficulty in breathing?	<input type="checkbox"/> 'Yes', please specify:	<input type="checkbox"/> No	
In the last 14 days, have you been in close contact or exposed to any person suspected of or confirmed with COVID-19?	<input type="checkbox"/> 'Yes', please describe circumstance:	<input type="checkbox"/> No	
In the last 14 days, have you been in close contact with farm animals or exposed to wild animals?	<input type="checkbox"/> 'Yes', please describe circumstance:	<input type="checkbox"/> No	

Declaration and Data Privacy Consent Form:

The information I have given is true, correct, and complete. I understand that failure to answer any question or giving false answer can be penalized in accordance with law.

I voluntarily and freely consent to the collection and sharing of the above personal information only in relation to the HRep COVID-19 internal protocols.

Name and Signature

Date

Please be advised that the above information shall only be used in relation to the HRep COVID-19 internal protocols in accordance with the Data Privacy Act. For any concerns, you may contact secretary.general@house.gov.ph



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PAUNAWA: Ang House of Representatives (HRep) ay istriktong nagpapatupad ng "NO-FACE-MASK, NO-ENTRY" bilang polisiya. Laging isuot ang inyong face mask habang kayo ay nasa loob ng HRep.

PAHAYAG TUNGKOL SA KALUSUGAN

Buong Pangalan:			
	<i>Apelyido</i>	<i>Unang Pangalan</i>	<i>Gitnang Pangalan</i>
Nasyonalidad:	Kasarian:	Edad:	Telepono:
Email Address:			
Kasalukuyang Tirahan:			
Sa nakaraang 14 na araw, mga bansa kung saan ka nagtrabaho, nagpunta, o dumaan			
Sa nakaraang 14 na araw, mga siyudad sa Pilipinas kung saan ka nagtrabaho, nagpunta, o dumaan			
Nitong nakaraang 30 araw, ikaw ba ay nagkasakit? Bumisita sa isang Ospital?	<input type="checkbox"/> 'Oo', tukuyin:	<input type="checkbox"/> Hindi	
Sa huling 14 na araw, nakaranas ka ba ng lagnat, sipon, ubo, namamagang lalamunan, pagkawala ng pang-amoy at panlasa, sakit sa kalamnan, sakit ng ulo o hirap sa paghinga?	<input type="checkbox"/> 'Oo', tukuyin:	<input type="checkbox"/> Hindi	
Sa huling 14 na araw, nagkaroon ka ba ng malapit na pakikipag-ugnayan o pakikisalamuha sa taong pinaghihinalaan o kumpiramadong may COVID-19?	<input type="checkbox"/> 'Oo', tukuyin:	<input type="checkbox"/> Hindi	
Sa huling 14 na araw, meron ka bang pagkakataong napalapit sa mga hayop sa bukid o mga mabangis na hayop?	<input type="checkbox"/> 'Oo', tukuyin:	<input type="checkbox"/> Hindi	

Pahayag at Pahintulot sa Pagkalahim ng Datos:

Ang impormasyong aking ibinigay ay totoo, tama, at kumpleto. Nauunawaan ko na ang hindi ko pagsagot sa anumang katanungan o pagbibigay ng hindi totoong kasagutan ay may karamptang parusa sa ilalim ng batas.

Ako ay kusa at malayang nagbibigay pahintulot sa paglikom at pagbahagi ng mga personal na impormasyong aking ibinigay alinsunod sa HRep COVID - 19 panloob na alituntunin.

Pangalan at Pirma

Petsa

Pinapaunawa na ang impormasyong ibinigay sa itaas ay gagamitin lamang ayon sa HRep COVID-19 panloob na alituntunin, ayon sa Data Privacy Act. Para sa anumang katanungan, makipagugnayan sa secretary.general@house.gov.ph

OCCUPANCY LIMITS OF HREP OFFICES AND FACILITIES

To comply with physical distancing protocols, the use of HRep offices, conference rooms, and facilities shall, at no time, exceed the occupancy limits prescribed as follows:

1. For Conference Rooms and Session Hall:

Conference Room	Occupancy Limit
RVM	
RVM 1 & 2	41
RVM 3 & 4	41
RVM 5	25
RVM 6	26
RVM 7 & 8	28
SWA	
Belmonte Hall	50
Yñiguez Hall	35
Fuentebella Hall	35
Nograles Hall	50
Villar Hall	20
De Venecia Hall	17
Makalintal-Aquino	50
Zulueta Hall	25
Laurel Hall	25
Perez Hall	25
MAIN BUILDING	
Social Hall	20
Andaya Hall	45
Legislative Executive Lounge	26
NORTH BUILDING	
North Basement	30

SESSION HALL	Occupancy Limit
	50

2. House Members Offices

- a. 48 sqm rooms = 4 pax including House Member
- b. 60 sqm rooms = 6 pax including House Member
- c. 90 sqm rooms = 8 pax including House Member

3. Secretariat Offices

To be determined by the Head of the office with the assistance of EPFD.

DIRECTORY OF HOUSE SECRETARIAT OFFICIALS AND OFFICES
As of April 27, 2020

	NAME	POSITION	DIRECT LINE	LOCAL	EMAIL ADDRESS
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6	MS. IVY F. LACAS	Director, Journal Service	8931-5647	7549	ivy.lacas@house.gov.ph
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8	MS. STELLA N. DOLLER	Director, Publication and Editorial Service	8931-7868	7600	stella.doller@house.gov.ph
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10	ATTY. JOSE NOEL A. GARONG	Director, Bill Drafting Service	8951-3017	7108	josenoel.garong@house.gov.ph
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12	ATTY. RAUL R. BENABAYE	Director, Legislative Research Service	8931-2831, 3023	7185	raul.benabaye@house.gov.ph
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3	MR. JAIME L. ENGRACIA	Director, Planning and Management Information Service	8951-3005	7465, 7443	jaime.engracia@house.gov.ph

PROCEDURE ON THE ELECTRONIC FILING OF BILLS AND RESOLUTIONS

1. Members shall electronically file bills and resolutions with the Office of the Secretary General through the Bills and Index Service (BIS) at bills@house.gov.ph.
2. Members or their staff shall file the bills or resolutions using the Members' official @house.gov.ph email address or the Members' personal email address.
3. To the extent possible, bills and resolutions shall bear the signatures of the authors to ensure that the measures filed are duly authorized by the Members.
4. Bills or resolutions must be submitted electronically in PDF and MS Word formats.
5. The order of precedence in the numbering of bills and resolutions shall be according to the date and time of transmittal as reflected in bills@house.gov.ph.
6. Bills and resolutions filed shall receive an acknowledgment email from bills@house.gov.ph. The email shall contain the assigned bill or resolution number, title, author, the date and time of filing, and the name of the BIS personnel sending the acknowledgment email.
7. The Registration Officer of the BIS shall place the assigned bill or resolution number on the printed copies of the PDF format version of the filed bill or resolution. The Registration Officer shall also write the date and time of the filing of the bill or resolution and sign on the upper right-hand portion thereof.
8. The Registration Officer of the BIS shall provide the Member with a copy of the numbered bill or resolution thru bills@house.gov.ph.

**GUIDELINES ON THE ELECTRONIC TRANSMITTAL OF
ADMINISTRATIVE DOCUMENTS**

1. All inter-office memoranda or documents, except confidential documents, shall be sent through the official G-Suite email accounts provided by the Information and Communications Technology Service (ICTS) of the Knowledge Management Systems Bureau (KMSB).
2. Offices shall prepare documents to be attached to the email message using the electronic templates of the administrative documents (leave applications, purchase requests, job/service requests, trip tickets, DTRs, etc.).
3. Electronic signatures (in JPEG, GIF, or TIF formats) may be embedded on the documents to be transmitted.
4. Documents and other attachments to be sent shall be converted into PDF format and attached to the email message of the sender.
 - a. Please note that Gmail has a file size limit of 25mb for attachments. If the attachment has a file size of more than 25mb, the attachment will automatically be uploaded to the sender's Google Drive.
 - b. Once uploaded to Google Drive, the download link shall be attached within the email message.
5. For an email message sent through channels, the email message should initially be sent to the first official the email message will pass through.
 - a. If the email message is in order, the recipient shall then forward the email message to the next person in the channel of recipients, and so forth, until it reaches the addressee.
 - b. The official forwarding an email message may include a note or message for the addressee.
6. Once the email message is received by the addressee, the email message and attachments shall be downloaded, and printed if needed.
7. All email messages must be properly acknowledged by the recipients to the sender.
8. The HRep G-Suite Manual may be viewed from the HRep website (<https://www.congress.gov.ph>) for your guidance.

Guidelines on Employee Attendance Recording and Reporting

1. The implementation of biometrics attendance system shall be suspended until further notice.
2. For work-in-the-office arrangement, manual system of attendance shall be done. For this purpose, each office/unit shall assign Monitors who shall maintain a registry book of attendance (logbook or equivalent) in which all the names of reporting employees of that office will be listed.
3. For work-from-home scheme, the head of office/unit concerned shall monitor the completion of assigned tasks.
4. Reporting of attendance shall be through a Certificate of Service, using the attached form, to be accomplished by all employees per office/unit at the end of each month. The head of office/unit concerned shall sign the "Noted by" portion of the form.
5. The duly accomplished Certificate of Service shall be submitted to the Human Resource Management Service (HRMS) following the Guidelines on the Electronic Transmittal of Administrative Documents.
6. Leaves of absence shall be processed using the standard procedures. Submission of approved leaves of absence to the HRMS shall also follow the Guidelines on the Electronic Transmittal of Administrative Document.
7. The official email address of the HRMS is ptg@house.gov.ph.



Republic of the Philippines
House of Representatives

INDIVIDUAL CERTIFICATE OF SERVICE

For the period _____

This is to certify that the undersigned employee of (____ Office ____) has performed the assigned tasks and official duties during the period stated above.

Name of Employee	Position	Signature	Days Absent (Without Approved Leave of Absence)

Noted by:

(Signature over Printed Name)

Director II / Head of Office

GUIDELINES ON THE RECEPTION OF VISITORS SEEKING ASSISTANCE

1. Visitors seeking medical, financial and other assistance from Members shall be allowed only during Thursdays, from 9 a.m. to 4 p.m., at the first level of the North Multi-Level Parking.
2. Congressional Offices must request from the Office of the Sergeant-at-Arms (OSAA) for a space at the first level of the North Multi-Level Parking to conduct their Assistance Program at least (1) day before the intended date. The approval of such request shall be subject to the availability of space. If approved, Congressional Offices shall provide OSAA with a list of visitors at least one (1) hour before the appointed schedule.
3. OSAA shall only admit a maximum of thirty (30) visitors at any given time. In no case shall the area have a total of fifty (50) or more occupants including the Congressional staff and security and utility personnel. Congressional Offices may adopt a staggered scheduling of visitors to avoid overcrowding.
4. The Congressional Offices shall inform their visitors in advance that HRep is strictly implementing a “no-face-mask, no-entry” policy. Visitors are required to bring their own face mask and to wear it at all times while in the HRep premises.
5. Visitors shall enter through the North Gate and undergo security protocols before proceeding to the North Multi-Level Parking.
6. At the gate, the security personnel shall check the name of the individuals on the list provided and shall inform the concerned Congressional Office of the arrival of their visitors.
7. Visitors shall follow a queueing system that adheres to physical distancing of two (2) meters away from each other.
8. Upon entry at the North Multi-Level Parking waiting area, visitors will be required to undergo health screening and disinfection protocols.
9. The designated area at the first level of the North Multi-Level Parking shall be arranged following physical distancing and mass gathering protocols.
10. Concerned Congressional Staff shall be stationed at a receiving table by the designated area at the first level of the North Multi-Level Parking to meet their respective constituents for interview/submission of required documents.
11. No one is allowed to loiter. After each transaction, the visitor shall proceed to the North Gate to exit the premises.
12. The release of assistance shall follow the above-mentioned protocols. If allowed by relevant rules, the Congressional Offices may release the assistance through SMS or other digital platforms.
13. The designated area at the first level of the North Multi-Level Parking shall be thoroughly cleaned and disinfected after each use.

ANNEX I

GUIDELINES ON MEDICAL SERVICES AT THE MDS CLINIC

1. Except for emergency cases, medical services will be provided at the Medical and Dental Service (“MDS”) Clinic strictly on an appointment basis only by calling telephone no. 8893-16588.

2. Only illnesses that are considered emergent during the COVID-19 pandemic -

choking, trouble breathing, persistent severe vomiting, coughing or throwing up blood, passing out or fainting, cardiac arrest or stopped breathing, severe chest pain or pressure, sudden weakness on one side of the body, broken bones, especially if pushing through the skin, deep wounds, heavy bleeding, severe burns, severe allergic reaction with swelling and trouble breathing, accidental poisoning or overdose, electrical shock, head injury with fainting or confusion, neck or spine injury with a loss of feeling or movement, suicidal ideation and intentions, and seizures,

and those that qualify for urgent care services -

minor injuries, wounds, fractures, concussion, minor infections, including upper respiratory infections, rash, nausea, vomiting, and fever shall be entertained at the MDS Clinic.

3. Employees who have developed mild symptoms of COVID-19 shall undergo home quarantine and self-monitoring of their symptoms and temperature. They should call MDS to inform of the symptoms and be provided with home care instructions and regular follow-up. They should also notify their Barangay Health Emergency Response Team (BHERT) to allow it to monitor their health condition.

If the symptoms are or became mild to severe, employees should request their barangay or city/municipality for ambulance assistance to transfer them to a hospital.

4. If symptoms occurred while working in the office, employees should call MDS for immediate transfer to the isolation room for assessment as well as coordination with the barangay or referral hospital.
5. Employees confirmed to be COVID-19 positive shall inform the MDS immediately to facilitate contact tracing of close contacts and provide their personal details such as contact numbers, place of confinement, name of attending physician, and name of nearest kin.
6. Employees who recovered from COVID-19 and have already been tested negative shall follow the DOH protocol and undergo home quarantine for two weeks under strict monitoring from the barangay. The test result and return-to-work clearance issued by BHERT shall be submitted to MDS.

7. Consultations for other illnesses will be entertained through telemedicine by MDS doctors and professionals at telephone no. 8893-15001 locals 7086, 7087, and 7093 for Medical; 7043 for Dental; and 7089 for HMO concerns.
8. All MDS personnel shall be required to use face shield, face mask, gloves, and other appropriate personal protective equipment (“PPEs”) before handling patients. The MDS shall monitor available face shields, face masks, gloves, PPEs and other medical supplies and ensure their restocking on a regular basis.
9. At all times, the MDS Clinic shall observe the accepted protocols in the operation of a healthcare facility (e.g., triaging of patients, separating sick patients from well patients, non-entry of patient’s companions or visitors inside the clinic, setting up of physical barriers, sanitation and disinfection procedures, and communication with patients).

ANNEX J

DIRECTORY OF HREP FOOD CONCESSIONAIRES

FOOD COURT

NAME	CONTACT DETAILS
Cheryline's Diner	9176373912 (Chot) Loc. 7079
	9175029972 (Paolo)
Tarlaqueña	9171531001 (Rizza) Loc. 7075
SND	9053454754 (Geace Dianasas) Loc. 7083
Bluefood	9178499687 (Lyn Sunico) 9178499687 (Erlinda Sunico)
Katalina Food Intl	9258441419 (Ester Arca) 9257801278 (Chris Arca)
Carmen's Best	9175246449 (Miguel Magsaysay)
Lalyn Fruitstand	9499044371 (Larry Donor)
Melt With Me	9177461019 (Mary Tulagan)
Fruitas	9162069467 (Daniel Juluat) 9124964270 (Aireen Patindol)

COFFEE SHOP

NAME	CONTACT PERSON/S
Figaro 2/F South Wing Annex	9178072395 (Racquel Tolentino) 9178250115 (Percy Tolentino) DL: 8579-6063
House of Runes 2/F South Wing Annex	9176907640 (Lito) DL: 8261-4790
Taza Mia Lobby, LLAMB	9178236858 (Rodel Lacorte)
Dante Coffee Shop Lobby, RVM Building	9188057777 (Pamela Ledesma) Loc. 7077

SOUTH LOUNGE

NAME	CONTACT PERSON/S
IPRSAB / Food Branders 1/F Main Bldg.	9175850340 (Melody Calimba - IPRSAB) 9662049868 (Cynthia Perez - Food Branders) DL: 8931-6694; Loc. 7530 / 7531

GUIDELINES ON THE PROPER DISPOSAL OF BIO-HAZARDOUS MATERIALS

The following rules are prescribed for the proper disposal of used face masks, face shields, gloves, and other personal protective equipment (collectively referred to as "Bio-Hazardous Waste"):

1. The Housekeeping and Utilities Group will provide trash bins with clear trash liners and labeled "BIO-HAZARDOUS WASTE" to the following offices:
 - a. Congressional Offices - 1 per floor
 - b. Secretariat Offices - 1 per office
 - c. Medical and Dental Service - 4
2. Offices shall throw their Bio-Hazardous Waste in these marked trash bins.
3. The Housekeeping and Utilities Group shall collect the marked trash bins everyday as follows:
 - a. Congressional Offices - once a day (p.m.)
 - b. Secretariat Offices - once a day (p.m.)
 - c. Medical and Dental Service - twice a day (11 a.m. & 4 p.m.)
4. The Housekeeping and Utilities Group will properly dispose the collected bio-hazardous waste at the Material Recovery Facility.