



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Telephone no. 861-0181/Fax: 862-6473
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ORDINANCE NO. 2020-131

AN ORDINANCE MANDATING THE MINIMUM HEALTH STANDARDS AND PROTOCOLS
IN ALL GOVERNMENT, PUBLIC AND PRIVATE ESTABLISHMENTS IN THE CITY OF
MUNTINLUPA FOR THE WORKPLACE PREVENTION AND CONTROL OF COVID-19 AND
IMPOSING PENALTIES FOR VIOLATIONS THEREOF

Sponsored by:

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WHEREAS, Section 15, Article II of the 1987 Philippine Constitution mandates that the State shall protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, the State recognizes epidemics and other public health emergencies as threats to public health and national security, which can undermine the social, economic, and political functions of the State;

WHEREAS, the State also recognizes disease surveillance and response systems of the Department of Health (DOH) and its local counterparts, as the first line of defense to epidemics and health events of public health concern that pose risk to public health and security;

WHEREAS, it is also a declared policy of the State to protect every worker against the dangers of injury, sickness or death through safe and healthful working conditions;

WHEREAS, Section 16 of the Local Government Code of 1991 (R.A. No. 7160) further provides that every local government unit (LGU) shall exercise powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental to its efficient and effective governance, and those which are essential to the promotion of general welfare";



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WHEREAS, Section 11 (a) (4), Article V of R.A. No. 7926, otherwise known as the "Charter of the City of Muntinlupa", provides that, ***"the Sangguniang Panlungsod shall approve ordinances and pass resolutions necessary for an efficient and effective city government, and in this connection shall adopt measures to protect the inhabitants of the City from the harmful effects of man-made or natural disasters and calamities, and to provide relief services and assistance for victims during and in the aftermath of said disasters or calamities and in their return to productive livelihood following said events"***;

WHEREAS, Section 11 (e) (12) of the same law also provides that the Sangguniang Panlungsod shall approve measures and adopt quarantine regulations to prevent the introduction and spread of diseases;

WHEREAS, Section 4 of R.A. No. 11332, otherwise known as the ***"Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act"***, empowers the public health authorities to ensure mandatory reporting of reportable diseases and health events of public health concern, declare quarantine, isolation, and implement rapid containment measures for disease prevention and control;

WHEREAS, Section 4 of R.A. No. 11332, also requires public and private physicians, allied medical personnel, professional societies, hospitals, clinics, health facilities, laboratories, pharmaceutical companies, private companies and institutions, workplaces, schools, prisons, ports, airports, establishments, communities, other government agencies, and non-government organizations (NGOs) to actively participate in disease surveillance and response while respecting the rights of people to liberty, bodily integrity, and privacy to the fullest extent possible;

WHEREAS, on 03 February 2020, the Department of Health (DOH) issued Department Memorandum No. 2020-0056 which provides for the ***"Interim Guidelines for 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in the Workplace"*** which enumerated the necessary precautions to prevent, contain, and mitigate the possible transmission of the disease in workplaces in the country;

WHEREAS, on 27 April 2020, the DOH issued Administrative Order No. 2020-015 on the Guidelines on the Risk-based Public Health Standards for COVID-19 Mitigation, prescribing the minimum public health standards to be adhered by all sectors and requiring among others, employers to subject all employees and customers to temperature checks prior to entering the establishment, building or office spaces;

WHEREAS, on April 29 2020, the Inter Agency Task Force for the Management of Emerging Infectious Diseases (IATF) approved the Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines for recommendation to the President, mandating ***"all persons to wear face masks, ear loop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchief, or such other protective equipment, or any combination thereof, which can effectively lessen the transmission of COVID-19;"***



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WHEREAS, on 30 April 2020, the DTI and DOLE issued the Interim Guidelines on Workplace Prevention and Control of COVID-19 providing for the guidelines *"to assist private institutions that are allowed to operate during the Enhanced Community Quarantine (ECQ) and General Community Quarantine (GCQ) in developing the minimum health protocols and standards in light of the COVID-19 pandemic"*;

WHEREAS, on 11 May 2020, DOH issued Memorandum Order No. 2020-0022 or the *"Interim Guidelines on the Return-to-Work"* enumeration the protocols on screening and testing of asymptomatic returning employees and workers, among other;

WHEREAS, on 02 July 2020, IATF Resolution No. 51 was issued approved the Phase II of the National Action Plan to strategically balance health and economic objectives and to concentrate efforts on expanded and targeted testing and contact tracing by gradually allowing travel tourism, and non-disruption of work, among others;

WHEREAS, on 06 August 2020, IATF Resolution No. 61, was issued ratifying the Technical Working Group's adoption of DOH-DOLE-DTI Joint Supplemental Guidelines on Minimum Health Protocols in the Workplace;

WHEREAS, on 15 August 2020, DTI and DOLE issued a Joint Memorandum Circular No. 20-04-A providing the Supplemental Guidelines on Workplace Prevention and Control of COVID-19;

WHEREAS, the City Government of Muntinlupa recognizes the need to adopt concrete measures to prevent, contain, and restrict the spread of COVID-19 to protect Muntinlupeños and all individuals within the territorial jurisdiction of the City of Muntinlupa against the harmful effects of this pandemic;

NOW THEREFORE, BE IT ENACTED, by the 9th Sangguniang Panglungsod in session assembled that:

SECTION 1. Short Title. This Ordinance shall be known as **"An Ordinance Mandating Minimum Health Standards and Protocols in All Government, Public and Private Establishments in The City of Muntinlupa for the Workplace Prevention and Control of COVID-19."**

SECTION 2. Coverage. This ordinance shall apply to all government, public and private establishments, regardless of economic activity, located in the City of Muntinlupa. It shall be in effect for the duration of all types of community quarantine as may be determined by the IATF and/or other implementing authorities.

SECTION 3. Occupational Safety and Health Committees. Employers shall establish OSH Committees in accordance with Republic Act No. 11058, its IRR, and DOLE Department Order No. 198, Series of 2018, which took effect on 25 January 2019. For 2 or more private establishments housed under the same building, a joint OSH Committee shall also be established in accordance with DOLE Department Order No. 198, Series of 2018.



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The OSH Committee and/ or designated safety officer/s of the company shall oversee the monitoring and enforcement of the provisions of this Ordinance and coordinating all COVID-19 concerns with the local public health authorities including, but not limited to, the City Health Office (CHO) and Barangay Health Emergency Response Team (BHERT). All establishments shall submit to the City Government of Muntinlupa the names of their designated Safety Officer as well as the names of members of the Occupational Safety Health Committees.

SECTION 4. Workplace Safety and Health Measures. Employers are required to implement the following necessary workplace safety and health measures and programs at no cost to its employees:

A. **REDUCING TRANSMISSION OF COVID-19**

1. The following are the minimum public health standards to be complied with in all workplaces:

a. **Masks**

- i. Face masks must be worn at all times.
- ii. Medical grade masks are highly encouraged and should be properly disposed of after use.
- iii. Masks with vents should not be used.
- iv. Cloth masks, with additional filter such as tissue paper or similar material may be used as long as they are clean and washed daily. The filter should be changed daily or after every sneezing or coughing episode, and should be properly disposed of after use.

b. **Face shields**

- i. Face shields shall cover the entire face (completely cover the sides and length of the face).
- ii. Visor-type face shields shall not be allowed.
- iii. Face shields and masks should always be worn together when interacting with colleagues, clients and/or visitors.
- iv. Face shields may be removed according to the demands of the work or when the occupational safety and health of the employees so requires.



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c. Physical Distancing

- i. Physical distancing of at least three (3) feet or one (1) meter shall be observed at all times.

d. Disinfection

- i. Regular disinfection of frequently-touched surfaces and objects such as but not limited to tables, door knobs, computer keyboards, writing instruments, handrails, elevators buttons and bathroom fixtures;
- ii. Daily disinfection of frequently-used areas such as but not limited to points of entry, elevators, stairways, bathrooms, canteen, common areas, corridors, conference areas and personal workspaces;
- iii. Touch-free hand sanitizers and alcohol dispensers shall be mandatory in all points of entry of all establishments.

e. Health Education

- i. Display of signages/visual cues/reminders to practice the mandatory health measures to prevent and control the spread of COVID-19 shall be mandatory. They must be placed in strategic, conspicuous areas of the establishment to ensure widest information dissemination.
- ii. The Occupational Safety and Health (OSH) Committee shall conduct Mandatory Advocacy Awareness raising programs on COVID, its prevention and control and best practices in the form of webinars, virtual lectures and the like to be attended by all employees and management. Topics should include:
 - a. Recommended best practices on wearing of masks and face shield and reducing frequent manipulation;
 - b. Frequent and proper hand washing, disinfection other preventive strategies in reducing the spread of COVID-19.
 - c. Standard protocols on COVID-19 isolation, testing, quarantine and reporting
 - d. Frequent updates on relevant information from the City Government of Muntinlupa, DOH, WHO and other reliable sources.



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f. Transportation

- i. Employers classified as large and medium sized private establishments (i.e. those with total assets above PHP15M) are enjoined to provide shuttle services to their employees. All vehicle types, as long as not expressly prohibited by the DOTR through an issuance, may be used for shuttle services.
- ii. Minimum public health standards should be enforced in the shuttle services, i.e. use of face shields and facemasks, observance of physical distancing, and frequent disinfection.
- iii. Eating and drinking inside company-provided shuttle services shall be prohibited, unless for emergency cases.
- iv. The opening of windows, with at least three (3) inches of opening, shall be encouraged while in transit whenever possible

g. Ventilation

- i. Measures to increase natural air flow exchange such as opening windows, and doors shall be adopted in all establishments. If this is not possible, measures to mitigate air re-circulation must be done (e.g. installation of exhaust fans, installation of air filtration devices with High-Efficiency Particulate Air (HEPA) filters, recalibration of building heating, ventilation and air-conditioning.)

B. REDUCE CONTACT

1. Most-at-risk population (MARP) for COVID-19 in the workplace (e.g. senior citizens, pregnant women, individuals with underlying health conditions) shall continue to observe work-from-home arrangements as much as possible. When needed to occasionally report to work, they may be allowed to, provided a certificate of fit to work is secured from the OSH personnel and must stay in the workplace only for a specified number of hours.
2. Restriction of mass gatherings:
 - a. Employers shall follow restrictions on mass gatherings. A maximum of 10% of the seating capacity for meeting rooms can be used in high/moderate-risk areas (e.g. confined spaces) and a maximum of 50% seating capacity for low-risk areas (e.g. open areas).



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- b. Videoconferencing shall always be used for meetings needing a large attendance of employees and/or for meetings lasting longer than 15 minutes.
- c. The company's safety and health officer shall determine the maximum number of employees allowed to stay at any given time in areas where they usually converge during breaks, or before/after work shifts (e.g. canteens, locker rooms, changing rooms, lounges, rest rooms or comfort rooms). The safety officer shall ensure that minimum public health standards are followed at all times.

3. Dining in public areas:

- a. Dining in public areas such as but not limited to restaurants, cafes and canteens may be allowed provided that physical distancing of at least one (1) meter shall be strictly observed. Employers and business owners are required to provide physical barriers, signages or such other means to ensure compliance with these protocols.
- b. Companies are mandated to provide open-air eating areas whenever physically possible in conjunction with Section 4, letter A, no.1, letter g, i of this Ordinance (ventilation).
- c. Masks should be immediately worn after eating.
- d. Use of communal items such as, but not limited to, dipping sauces and condiments, utensil dispensers, and straw dispensers shall be prohibited.
- e. Serving of buffet meals and other similar set-ups shall be prohibited.
- f. Employers shall adopt staggered meal schedules to further restrict contact among its employees. Eating alone in the workstation is highly encouraged.

C. DETECTION

- 1. All employees/visitors/clients, upon entering the building premises/workplaces, shall be required to accomplish the Health Declaration Form (Annex A), or any digital iteration thereof. The security staff or other responsible personnel shall immediately screen the accomplished form and perform a temperature check. Companies must ensure that the thermometers used are always in good, working condition (e.g. correctly calibrated, adequate battery life).
 - a. If "No" is answered to all items in the form and if with a temperature below 37.5 degrees Celsius, the employee/visitor/client shall be permitted entry.



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- b. If "Yes" to any item in the form is answered or if with a temperature above 37.5 degrees Celsius, the employee/visitor/client shall be denied entry and referred to the workplace isolation area for further evaluation by the Safety Officer.
- c. Upon denial of entry and when there is a need to send the suspected COVID individual home or to the nearest health care facility, the employer/ company/ owner of the establishment must find out if the patient intends to travel alone by private vehicle or take public transportation or take private transportation but with others. If the suspected patient plans to take public transportation or travel with others, the company must first notify the patients' kin and arrange for safe transportation (e.g. ask for barangay or LGU assistance) to his/her destination.
- d. The security staff or other responsible personnel on duty shall immediately give the accomplished health declaration form to the company Human Resources (HR) for appropriate action and storage. Health Declaration Forms with a "yes" answer to any question and those with temperatures above 37.5 degrees Celsius shall be IMMEDIATELY reported and forwarded to the City Health Office (CHO) of Muntinlupa for appropriate action.
- e. Should an online health declaration form be used, the form should be electronically submitted to the HR and the CHO.
- f. The Health Declaration Form shall be handled and processed in accordance with the Data Privacy Act and related issuances to ensure that:
- Data collected should only include such necessary data proportional to the purpose of contract tracing.
 - The processing of personal data shall be transparent and that the data subjects shall be apprised of the reasons for such collection;
 - Reasonable and appropriate security measures and safeguards shall be implemented to protect the personal data collected;
 - The personal data collected shall be considered highly confidential.
 - The personal data shall be stored only for a limited period and shall be disposed of properly after thirty (30) days from date of accomplishment.

D. ISOLATION AND REFERRAL

- 1) Large and medium private establishments (i.e. with total assets of above Ph15m) and establishments with multiple tenants are mandated to designate an isolation area of one room for every 200 employees, which shall be other than the company clinic, and must be situated near the entrance/s or in a nearby facility, for employees needing further assessment due to elevated temperature, presence of flu-like symptoms, any yes answer to the Health Declaration, or exposure history to a COVID-19 case or probable case hereof.



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- 2) The designated isolation area shall have adequate ventilation and make available PPEs for the health personnel and symptomatic patients (e.g. face shields and medical-grade face masks). The isolation area shall be provided with chairs and must have a dedicated restroom. It shall be disinfected once every two (2) hours and/or immediately after any infected or confirmed COVID-19 employee leaves the area.
- 3) Private establishments unable to establish an isolation area may make arrangements with a temporary treatment and monitoring facility nearby or with the Barangay Local Government Unit, for immediate referral of employees who fulfill the criteria for isolation.
- 4) All individuals shall keep their facemasks and face shields during isolation at all times.
- 5) Isolation area personnel shall always wear the recommended PPEs prior to attending to the symptomatic employee, as prescribed in the DOH Department Memorandum No. 2020-0197, including gloves, disposable gown, face shield and medical grade mask. All used PPEs shall be properly disposed after every use.
- 6) Company protocols for transporting the symptomatic individual to the nearest health facility, such as ambulance conduction and if necessary, for PCR testing shall be put in place.
- 7) Malls and buildings shall have at least one (1) isolation area near the entrances.

E. CONTACT TRACING

1. Employers shall ensure strict compliance with the protocols established by the DOH and LGUs for contact tracing of persons in close contact with a COVID-19 case, as specified in DOH Memorandum No. 2020-0189 entitled, "Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases."
2. Close contacts shall be defined as individuals with exposures two (2) days before or within 14 days from onset of symptoms of a suspect, confirmed or probable case. Exposure shall be any of the following:
 - a. Face-to-face contact with a confirmed case within one (1) meter and for more than 15 minutes, with or without a mask;
 - b. Direct physical contact with a confirmed case; or



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- c. Direct care for a patient with probable or confirmed COVID-19 disease without using PPEs.

3. Contact Tracing among the Workforce.

- a. Employers shall conduct contact tracing within their workplace to identify close contacts. Workplace CCTV may be used to determine close contacts.
- b. Employers shall ensure that close contacts of employees whose RT-PCR test. Confirmed positive undergo a 14-day quarantine period.
- c. During the 14-day quarantine, close contacts shall be required to regularly report to their employer any development, including new symptoms. Symptomatic employees should update their employer regarding their COVID-19 test results from a nationally accredited testing facility.
- d. Close contacts that remain asymptomatic for 14 days may return to work without need for a test.
- e. Employers shall make available work-from-home arrangements for the close contacts when feasible.

4. Contact Tracing of Customers and Visitors:

- a. Customers, including visitors, entering private establishments/business premises shall be required to completely accomplish the Health Declaration Form (Annex A).

ANNEX A. HEALTH DECLARATION FORM

Full Name (Last, Given, Middle)	Date (MM/DD/YY)
Address:	Time:
Mobile Number/Landline:	Email Address:

Please Place a check mark under your response. (Lagyan ng tsek sa angkop na sagot.)

		YES	NO
1. Are you experiencing: (Nakaranas kaba ng)	a. Fever (lagnat)		
	b. Cough and or colds (ubo at/o sipon)		
	c. Body pains (pananakit ng katawan)		
	d. Sore throat (pananakit ng lalamunan/masakit lumunok)		
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? (May nakasalamuha ka ba na probable o kumpirmadong pasyente na may COVID-19 mula sa isang metrong distansya or mas malapit pa at tumagal ng mahigit 15 minuo sa nakalipas na 14 araw/)			



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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? (Nag-alaga ka ba ng probable o kumpirmadong pasyente na may COVID-19 ng hindi nakasuot ng tamang personal protective equipment sa nakalipas na 14 araw?).		
4. Have you travelled outside the Philippines in the last 14 days? (Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw)		
5. Have you travelled outside in the current city/municipality where you reside? (Ikaw ba ay nagbyahe sa labas ng iyong lungsod/munisipyo?) If yes, specify which city/municipality you went to. (sabihin kung saan) _____		

I hereby authorize (Name of Establishment) _____, to collect and process the data indicated herein for the purpose of contact tracing effecting control of the COVID-19 transmission. I understand that my personal information is protected by RA10173 or the Data Privacy Act of 2012 and that this form will be destroyed after 30 days from the date of accomplishment, following the National Archives of the Philippines protocol.

Signature; _____

b. Contact tracing forms shall be surrendered daily to the HR officer for future reference and safekeeping.

c. Employers shall explore the use of technology, such as by using contactless forms.

d. All forms shall be handled with the highest degree of confidentiality and securely disposed of after thirty (30) days.

5. Referral of symptomatic individuals shall be coordinated to the nearest health care facility as provided under DOH Department Memorandum 2020-00334 and the latest DOH guidelines.

F. COVID-19 TESTING

1. Employers are highly encouraged to regularly send their employees for testing at least once every quarter, at no cost to the employees. Furthermore, it is recommended that employees who regularly use public transportation to report for work be tested more frequently.

2. All employees experiencing symptoms of COVID-19, and those who are close contacts MUST undergo RT-PCR testing. Employers shall inform the City Health Office of Muntinlupa and the respective residence/s of the symptomatic employees and close contacts prior to testing for monitoring purposes.

3. It shall be mandatory for all employees who have been tested, whether symptomatic or asymptomatic, to undergo quarantine for fourteen (14) days immediately beginning upon testing. Upon its completion and prior to resumption of work, the employee shall present a Certificate of Quarantine Completion from the health care facility or City Health Office.



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4. If already asymptomatic within the last fourteen (14) days prior to date of work resumption, employees can be cleared physically return to work.
5. RT-PCR or antibody-based tests is NOT required for asymptomatic employees physically returning to work from the fourteen (14) day quarantine. However, they must be cleared by the local health officer or OSH physician.
6. All employees physically reporting to work shall be screened for COVID-19 symptoms including fever, cough, colds and other respiratory symptoms, and/or determination of travel or exposure to COVID-19 cases within the last 14 days.

G. NOTIFICATION AND REPORTING

1. Reporting of COVID-19 test results to the DOH shall be done in accordance with DOH Administrative Order No. 2020-0013, entitled "Revised Guidelines for the Inclusion of COVID-19 in the List of Notifiable Diseases for Mandatory Reporting to the Department of Health" and Muntinlupa City Ordinance No. 2020-127;
2. Even before testing, the OSH Officer/employer must report COVID-19 positive employees, symptomatic employees, and their close contacts, to the City Health Office of Muntinlupa and the Barangay Health Emergency Team (BHERT) of their area, in accordance with DOH DM No. 2020-0189;
3. The data privacy provisions under the Data Privacy Act and DM 2020-0189 shall be strictly complied with to ensure that the data privacy rights of patients/subjects are respected and protected.

H. CLOSURE AND DISINFECTION OF BUILDINGS

1. If one confirmed case of COVID-19 is detected in the workplace, the facility shall be disinfected with an appropriate disinfectant solution (0.5% bleach solution). The conduct of a comprehensive disinfection by specialists is recommended.
2. The building must be locked down for 24 hours prior to disinfection to lessen transmission to sanitation personnel. During the disinfection process, all doors and windows should be opened to maximize ventilation. The building may only be opened 24 hours after the disinfection process.



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3. Case clustering shall be defined as two or more confirmed cases from the same area/ facility whether in the same/ different office spaces. Employers are encouraged to develop their own company policies on the temporary closure of the workplace, disinfection, and more extensive contact tracing, in the event of case clustering to ensure continuity of operations.
4. Employers shall ensure that the temporary closure of their establishments for disinfection purposes be done in accordance with the National Task Force Against COVID-19 Memorandum Circular No. 2 dated 15 June 2020 on the Operational Guidelines on the Application of Zoning Containment Strategy in the Localization of the National Action Plan against COVID-19 Response.

I. LEAVES OF ABSENCES AND ENTITLEMENTS

1. Use of leaves of absence and entitlements shall be governed by the pertinent rules and regulations promulgated by the DOLE.
2. Employers are highly encouraged to provide sick leave benefits, medical insurance coverage, including supplemental pay allowance, for COVID 19 RT-PCR test- confirmed employees or close contacts made to undergo a 14-day quarantine.

SECTION 5. Implementation. The Muntinlupa Task Force Against COVID-19, created by virtue of Muntinlupa City Executive Order No 4, as amended by Executive Order No. 14, shall conduct compliance monitoring and ensure the strict compliance of all private establishments within the territorial jurisdiction of Muntinlupa to this Ordinance through inspection and post-audit mechanisms.

Companies shall allow authorized representatives of the Muntinlupa Task Force Against COVID-19 to enter the work place or business premises for inspection during regular office hours and upon presentation of authorization ID and thorough verification of the identity of the inspector/s.

To protect businesses from impostors and criminals, the Muntinlupa Task Force Against COVID-19 shall make readily available to the public the identities of the authorized inspectors for purposes of enforcement of this Ordinance. This may be done through posting in offices, in the official website and social media of the City and/or direct coordination with the companies.



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SECTION 6. Penalties. Employer/s violating this Ordinance, after due notice, shall be meted the following penalties based on the nature of their violation/s:

Violation/s	Penalty
Improper/ non-wearing of face mask	Penalty shall be according to City Ordinance 2020-083 as amended by Ordinance 2020-109
Improper/ non-wearing of face shield	1 st offense: warning 2 nd offense: Php 500/ violator 3 rd offense and above: Php 1,000/ violator
No physical distancing markers, barriers or equivalent in Personal workspaces, dining areas and other frequently-used areas	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000
Failure to disinfect daily frequently-used areas as per Section 4, letter A, no. 1, letter d, ii of this Ordinance	1 st offense: warning 2 nd offense: Php 3,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
No touch-free hand sanitizers, alcohol dispenser or equivalent in points of entry of the establishment	1 st offense: warning 2 nd offense: Php 3,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
No display of health reminders/ signages as per Section 4, letter A, no. 1, letter e, i of this Ordinance	1 st offense: warning 2 nd offense and above: Php 3,000
Failure to conduct Advocacy Awareness Raising program as per Section 4, letter A, no. 1, letter e, i of this Ordinance	1 st offense: warning 2 nd offense and above: Php 3,000
Violation of minimum health standards in shuttle services as per Section 4, letter A, no. 1, letter f of this Ordinance	1 st offense: warning 2 nd offense and above: Php 3,000
Inadequate ventilation	1 st offense: warning 2 nd offense: Php 3,000 3 rd offense and above: Php 5,000 and temporary closure of establishment



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Violation of restrictions in mass gatherings as per Section 4, letter B, no. 2 of this Ordinance	1 st offense: warning 2 nd offense: Php 3,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
Use of prohibited communal items like condiment dispensers, etc.	1 st offense: warning 2 nd offense and above: Php 3,000
Use of buffet-style food service and similar setups	1 st offense: warning 2 nd offense: Php 3,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
No temperature check in points of entry	1 st offense: warning 2 nd offense: Php 3,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
No health declaration form in points of entry	1 st offense: warning 2 nd offense: Php 3,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
Use of non-prescribed health declaration form (Annex A)	1 st offense: warning 2 nd offense and above: Php 3,000
Violation of detection and referral procedures as per Section 4, letter C of this Ordinance	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
Improper/illegal use/ mishandling of personal information obtained through the health declaration form and contact tracing	Violator/s shall be liable according to R.A. 10173 (Data Privacy Act of 2012)
When applicable, absence of isolation area/s; isolation area with below minimum health standards; improper use of isolation area	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000 and temporary closure of establishment



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Failure/ delay in conducting contact tracing within the workforce	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
Failure/ delay to arrange for RT-PCR test on employees as per Section 4, letter F, number 2 of this Ordinance	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
Allowing previously-quarantined employees to return to work without proper clearance	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
Failure to notify the City Health Office prior to RT-PCR testing	1 st offense: warning 2 nd offense and above: Php 3,000
Failure/ delay to report results of RT-PCR testing to the City Health Office	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
Failure/ delay to implement closure and disinfection of buildings as per Section 4 letter H of this Ordinance	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000 and temporary closure of establishment
Unjustified denial of entry to establishments of duly authorized inspectors for purpose of inspection	1 st offense: warning 2 nd offense: Php 5,000 3 rd offense and above: Php 5,000 and temporary closure of establishment

Private establishments that have been ordered temporarily closed must satisfactorily remedy the violation/s for which it was closed before it will be allowed to re-open.



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Gross and habitual violation of any of the provisions of this Ordinance beyond the third offense by any private establishment shall, upon recommendation of the Muntinlupa Task Force against COVID-19, result to the permanent closure and revocation of the business permit and all licenses of said private establishment for the safety of the general public.

SECTION 7. Separability Clause. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions or parts not affected thereby shall continue to be in full force and effect.

SECTION 8. Repealing Clause. All other ordinances, resolutions, and executive orders, which are inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 9. Publication. This Ordinance shall be published pursuant to the requirements of the Local Government Code and shall be posted by the Public Information Office (PIO) in the Official Website of the City Government of Muntinlupa and in all available social media platforms.

SECTION 10. Effectivity. This ordinance shall take effect immediately upon its approval. Copies of this Ordinance shall be furnished to the Office of the Mayor, Office of the City Administrator, City Legal Office, City Health Office, Business Permit and Licensing Office, Public Information Office and the different Chambers of Commerce in Muntinlupa City for their information and immediate dissemination to all covered business establishments.

ENACTED, by the **9th Sangguniang Panlungsod of Muntinlupa** this **7th** day of **September**, on its **61st Regular Session**.

CONCURRED:

DISTRICT 1:

COUN. ATTY. RAUL R. CORRO
Member

COUN. ALEXSON V. DIAZ
Member

COUN. PATY KATY C. BONCAYAO
Member

COUN. LOUISITO A. ARCIAGA
Member

COUN. ALLAN REY A. CAMILON
Member

COUN. TING NIEFES
Member

COUN. STEPHANIE G. TEVES
Member

COUN. IVEE RHIA A. TADEFA
Member



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DISTRICT 2:

COUN. ENGR. MARISSA C. RONGAVILLA

Member

COUN. FRANCIS IAN T. BAGATSING

Member

COUN. MARK LESTER M. BAES

Member

(ABSENT)

COUN. MA. DHESIREE G. AREVALO

Member

COUN. ENGR. MAMERTO T. SEVILLA, JR.

Member

COUN. ENGR. ARLENE D. HILAPO

Member

COUN. CORNELIO M. MARTINEZ

Member

COUN. WALTER A. ARCILLA

President

Sectoral Representative

Association of Barangay Chairman

COUN. KENICHI D. TAKAGI, JR.

President

Sectoral Representative

Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

CECILIA C. LAZARTE

Secretary to the Sanggunian

ATTESTED:

ARTEMIO A. SIMUNDAC

City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. FRESNEDI

City Mayor

Date: 11 SEP 2020