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**WHEREAS**, Naga City is among the local government units escalated by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) to Alert Level 3 effective 09 January 2022 until 15 January 2022 pursuant to its Resolution No. 156-A, Series of 2022 dated January 06, 2022 due to the sudden increase in COVID19 cases just after the holidays;

**WHEREAS**, contact tracing data shows significant number of confirmed patients have recent travels to the National Capital Region;

**WHEREAS**, based on Analytics latest data, Naga's 7-day average has again increased to 12 positive cases a day while positivity rate has likewise climbed back to 28%;

**NOW THEREFORE, I, NELSON S. LEGACION**, Mayor of Naga City, by virtue of the powers vested in me by law and pursuant to pertinent rules issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), do hereby issue the following guidelines on the COVID-19 Alert Level 3 Response:

## RULE I

### ENTRY TO ESTABLISHMENTS

1. An individual must be able to present the following documents to the guard-on-duty or designated inspection personnel **at the main entrance of the building or facility** to be allowed entry to any commercial, private, and public establishments as well as places of worship:
  - a. Identification Card indicating that the person is eighteen (18) years old and above;
  - b. Vaccination Card or its absence a negative antigen or RT-PCR test which shall be valid within 48 hours from the date and time of the test.
  - c. E-Salvar QR Code or in its absence submission of the duly accomplished health declaration and contact tracing form (Annex 1)
2. The above age-based restriction and documentary requirements shall not apply to persons involved in emergencies and those accessing medical care.
3. Failure of heads of establishments and places of worship to impose this rule and other succeeding applicable rules shall be prosecuted for non-



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cooperation of the person or entities punishable under Section 9 par. (d) or (e), as the case may be, of Republic Act No. 11332, otherwise known as the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act, and its Implementing Rules and Regulations.

**RULE II**  
**TRAVEL TO NAGA CITY FROM OTHER REGIONS**

1. Travelers from other regions who will be staying in Naga City, to be granted entry, must be:
  - a. Eighteen (18) years old and above as supported by a valid identification card.
  - b. Fully vaccinated as supported by a vaccination card
  - c. COVID-19 negative as supported by a negative antigen or RT-PCR test result taken within 48 hours before departure from place of origin
  - d. Asymptomatic or without symptoms as declared in the duly accomplished health declaration and contact tracing form (*ANNEX I*)
  - e. Approved S-Pass – Travel Permit (<https://www.s-pass.ph/> )
2. The above age-based restriction and documentary requirements shall not apply to persons involved in emergencies and those accessing medical care.
3. The above documents shall be presented to following authorities upon arrival:

Mode of Travel	Authorities
Public Bus	Bicol Central Station
Private Vehicle	Barangay Health Emergency Response Team
Airplane	Airport Management

**RULE III**  
**PROHIBITED ACTIVITIES**

1. The following establishments and/or activities characterized as high-risk for transmission shall not be allowed to operate, or be undertaken in areas classified under Alert Level 3:
  - a. Face to face or in-person classes for basic education, except those previously approved by the IATF and/or the Office of the President;
  - b. Contact sports, except those conducted under a bubble-type setup as provided for under relevant guidelines adopted by the IATF, Games and Amusement Board, and Philippine Sports Commission, and approved by the LGU where such games shall be held;





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- c. Funfairs/peryas and kid amusement industries such as playgrounds, playroom, and kiddie rides;
- d. Venues with live voice or wind-instrument performers and audiences such as in karaoke bars, clubs, concert halls, and theaters;
- e. Cockfighting and operation of cockpits, lottery and betting shops, bingo boutiques and other gaming establishments except as may be authorized by the IATF or the Office of the President; and
- f. Gatherings in residences with individuals not belonging to the same household.

**RULE IV**

**LIMITATION ON OPERATION OF CERTAIN ESTABLISHMENTS**

- 1. The establishments, or activities enumerated hereunder shall be allowed to operate or be undertaken subject to the following conditions:
  - a. at a maximum of 30% indoor venue capacity for **fully vaccinated 18 years old and above individuals** only.
  - b. at a maximum 50% outdoor venue capacity for at least **partially vaccinated 18 years old and above individuals**
  - c. **all on-site workers/employees, and organizers of activities are fully vaccinated against COVID-19** and
  - d. Minimum Public Health Standards shall be strictly maintained.
- 2. Establishments and activities allowed to operate subject to above limitations:
  - a. Venues for meetings, incentives, conferences, and exhibitions (MICE)
  - b. DOT-accredited venues for social events such as parties, wedding receptions, engagement parties, wedding anniversaries, debut and birthday parties, family reunions, and bridal or baby showers
  - c. Visitor or tourist attractions such as libraries, archives, museums, galleries, exhibits, parks, plazas, public gardens, scenic viewpoints or overlooks, and the like
  - d. Amusement parks or theme parks
  - e. Recreational venues such as internet cafes, billiard halls, amusement arcades, bowling alleys, skating rinks, archery halls, swimming pools, and similar venues
  - f. Cinemas and movie houses



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- g. Limited face-to-face or in-person classes for higher education and for technical-vocational education and training
- h. In-person religious gatherings; gatherings for necrological services, wakes, inurnment, and funerals for those who died of causes other than COVID-19 and for the cremains of the COVID-19 deceased
- i. Licensure or entrance/qualifying examinations administered by their respective government agency, and specialty examinations authorized by the IATF subject to the health and safety guidelines as approved by the IATF
- j. Dine-in services in food preparation establishments such as kiosks, commissaries, restaurants, and eateries, subject to DTI sector-specific protocols
- k. Personal care establishments such as barbershops, hair spas, hair salons, and nail spas, and those offering aesthetic/cosmetic services or procedures, make-up services, salons, spas, reflexology, and other similar procedures including home service options, subject to the sector-specific protocols of the DTI
- l. Fitness studios, gyms, and venues for non-contact exercise and sports, subject to DTI sector-specific protocols. Provided that patrons/clients and workers/employees wear face masks always and that no group activities are conducted; and
- m. Film, music, and television production, subject to the joint guidelines as may be issued by the DTI, DOLE, and the DOH.

**RULE V**  
**PUBLIC TRANSPORTATION**

- 1. Jeepneys and buses shall only operate at 70% passenger capacity per LTRFB Circular No. 2021-064.
- 2. The following public utility vehicles shall limit their passenger capacity to what has been authorized under City Ordinance No. 2021-089:

a. Trimobles with regular and special franchises	Three (3) passengers
b. Taxicels and etrikes	Four (4) passengers
c. Padyak	Two (2) passengers

- 3. Drivers of all public utility vehicles must be fully vaccinated.





**RULE VI**  
**GOVERNMENT OPERATIONS**

1. Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least a 60% on-site workforce.
2. Those assigned to work off-site shall be subject to alternative work arrangements as approved by the head of agency in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC).
3. Heads of agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services shall operate at a workforce beyond the minimum as may be necessary to deliver their mandates.

**RULE VII**  
**PROTOCOL ON ISOLATION OF CONFIRMED PATIENTS**  
**AND TESTING AND QUARANTINE OF CLOSE CONTACTS**

1. The following protocols shall govern the isolation of confirmed COVID-19 patients:
  - a. Patients who remained asymptomatic or those with mild or moderate symptoms may be allowed to isolate at home for a **minimum of ten (10) days if fully vaccinated and minimum of fourteen (14) days for partially or unvaccinated individuals** on the following conditions:
    - i. Pass both the clinical and social criteria under the Assessment Checklist of Clinical and Social Criteria for COVID-19 Home Isolation (**ANNEX 2**).
    - ii. Submission of duly accomplished PhilHealth Claim Signature Form (CSF) (**TO BE PROVIDED BY BHERT**).
    - iii. Submission of signed authorization and consent to Participate in Teleconsultation (**TO BE PROVIDED BY BHERT**).
    - iv. Submission of duly signed acknowledgement of COVID-19 Home Isolation Kit (**TO BE PROVIDED BY BHERT**).
  - b. Those failing in the prescribed clinical and social criteria shall be isolated in the City's Isolation Facility for a minimum of 14 days or upon the advice of the attending physician.
  - c. Regardless of vaccination status, **severe and critical patients** shall be isolated in the designated COVID-19 hospitals or in a city isolation facility should the COVID-19 hospitals becomes full and unavailable for a **minimum of twenty-one (21) days**



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2. The following protocols for close contacts of probable, suspect, and confirmed COVID-19 cases shall hereinafter be observed:
  - a. Fully vaccinated individuals who are close contacts of confirmed COVID-19 cases may undergo a seven (7)-day quarantine period, provided that the individual remains asymptomatic for the duration of the seven-day period with the first day being the date immediately after the last exposure.
  - b. If (RT-PCR) Test needs to be performed on the asymptomatic individual, it may be tested not earlier than the fifth day after the date of the last exposure.
  - c. For close contacts who may have been traced beyond the seventh day from last exposure and who have remained asymptomatic, no testing and quarantine shall be required.
  - d. Should the RT-PCR Test yield a positive result, or he/she becomes symptomatic, he/she shall follow the prescribed testing and isolation protocols.
  - e. Unvaccinated or partially vaccinated individuals who may be close contacts of suspect, probable, and confirmed COVID-19 cases shall undergo fourteen-day quarantine pursuant to the Department of Health Administrative Order No. 2021-0043 or the "Omnibus Guidelines on the Minimum Public Health Standards for the Safe Reopening of Institutions."

**RULE VIII**  
**VACCINATION**

1. A fully vaccinated individual is someone who has more than or equal to 2 weeks after having received the second dose in a 2-dose vaccine; or more than or equal to 2 weeks after having received a single-dose vaccine.
2. A partially individual refers to the individual given with one dose of a two-dose series vaccine.
3. The Mega Vaccination Facility located at the Jesse M. Robredo Coliseum to cover more vaccinees from the different spectra of society shall open the following vaccination bays on the following days:

Days	Minimum bays	Vaccine sequence and target population
Monday to Friday	4 bays	Booster Vaccination for adult population
Monday and Tuesday	1 bay	1 <sup>st</sup> dose pediatric
	1 bay	1 <sup>st</sup> dose adult population
Thursday and Friday	1 bay	2 <sup>nd</sup> dose pediatric
	1 bay	2 <sup>nd</sup> dose adult population





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4. Boosters for the adult population shall also be continuously rolled-out to the barangays, communities, schools, churches, and institutions by the offsite vaccination team to hasten its inoculation.

**RULE IX**  
**IMPLEMENTATION AND REPORTORIAL REQUIREMENT**

1. The members of the Health Emergency Response Task Force shall ensure faithful implementation of these rules and are directed to submit its report to the Secretary to the Mayor for collation on days indicated below:

<b>Agency/Office</b>	<b>Submission Schedule</b>	<b>Report Form</b>
1. Enforcement Cluster (NCPO and PSO)	Monday, Wednesday, and Friday	Report on Apprehensions
2. Quarantine Cluster/One Hospital Command	Daily	Critical Care and Isolation Facility Utilization Report
3. Safety Seal Team	Monday, Wednesday, and Friday	Compliance and Monitoring Report
4. CESU	Daily	COVID-19 Bulletin
5. Contact Tracing and Monitoring Center	Daily	Home Isolation Monitoring report
6. Vaccination Operations Center	Monday, Wednesday, and Friday	Vaccination Coverage, Vaccine Supply and Utilization Report
7. Analytics Team	Every Monday	Analytics and forecasting
8. Decontamination and Management of the Dead	Every Friday	Decontamination and Management of the Dead




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**RULE X**  
**OTHER PROVISIONS**

1. This Executive Order may be amended from time to time, as the need arises, in view of the fast-developing COVID-19 situation.
2. Should any provision of this Order or any part thereof be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.
3. All executive issuances or parts thereof inconsistent with this Order are hereby repealed or modified accordingly.
4. This Executive Order shall take effect on January 9, 2022.

Issued this 8<sup>th</sup> day of January 2022 in the City of Naga, Philippines.

Attested by:  
  
**FRANCISCO M. MENDOZA**  
Acting City Administrator

  
**NELSON S. LEGACION**  
City Mayor



Name of the Establishment	
Ipasa kinabukasan sa Public Safety Office sa City Hall ng Naga	

## HEALTH DECLARATION FORM

Full Name <i>(Buong Pangalan)</i> :	Date <i>(Petsa)</i> (MM/DD/YY) :
	Time <i>(Oras)</i> :
Complete Current Address <i>(Kasalukuyang tirahan)</i> :	
Mobile/Phone Number <i>(Numero ng telepono)</i> :	
Email Address :	

Put a check mark on the appropriate column of your response. *(Lagyan ng tsek sa angkop na sagot.)*

	Yes <i>(Oo)</i>	No <i>(Hindi)</i>
1. Are you experiencing or did you have any of the following in the last 14 days? <i>(Ikaw ba ay may nararanasan o nakaranas ng mga sumusunod na sintomas sa nakaraang 14 na araw?)</i>		
a. Fever <i>(Lagnat)</i>		
b. Cough and/or Colds <i>(Ubo at/o Sipon)</i>		
c. Body pains <i>(Pananakit ng katawan)</i>		
d. Sore Throat <i>(Pananakit o pamamaga ng lalamunan)</i>		
e. Fatigue/Tiredness <i>(Pagkapagod)</i>		
f. Headache <i>(Pananakit ng ulo)</i>		
g. Diarrhea <i>(Pagtatae)</i>		
h. Loss of taste or smell <i>(Nawalan ng panlasa o pang-amoy)</i>		
i. Difficulty of breathing <i>(Pagkahapo o hirap sa pag hinga)</i>		
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? <i>(May nakasalamuha ka ba na maaaring o kumpirmadong pasyente na may COVID-19 mula sa isang metrong distansya or mas malapit pa at tumagal ng mahigit 15 minuto sa nakalipas na 14 araw?)</i>		
3. Have you provided direct care for a patient with probable or confirmed COVID-19 case without using proper "Personal Protective Equipment (PPE)" for the past 14 days? <i>(Nag-alaga ka ba ng maaring o kumpirmadong pasyente na may COVID-19 ng hindi nakasuot ng tamang PPE (Personal Protective Equipment) sa nakalipas na 14 araw?)</i>		
4. Have you traveled outside the Philippines in the last 14 days? <i>(Ikaw ba ay nagbiyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?)</i>		
5. Have you traveled outside the current city/municipality where you reside? <i>(Ikaw ba ay nagbiyahe sa labas ng iyong lungsod/munisipyo?)</i> If yes, specify which city/municipality you went to <i>(Sabihin kung saan)</i> : _____		

I hereby certify that the information given is true, correct and complete. I understand that failure to answer any question or any falsified response may have serious consequences. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012 and that this form will be destroyed after 20 days from the date of accomplishment, following the National Archives of the Philippines protocol.

Signature *(Lagda)* : \_\_\_\_\_

## ASSESSMENT CHECKLIST OF CLINICAL AND SOCIAL CRITERIA FOR COVID-19 HOME ISOLATION BENEFIT PACKAGE

Name of Patient: \_\_\_\_\_

Age: \_\_\_\_\_

Swab Test Result: \_\_\_\_\_

Date Done: \_\_\_\_\_

Testing Laboratory: \_\_\_\_\_

Panuto: Lagyan ng tsek mark ☒ ang kahon sa tabi ng iyong obserbasyon at rekomendasyon ayon sa mga kasagutan ng pasyenteng inevaluate. Siguraduhing lahat ng kahon ay napunan ng tama at ang mga rekomendasyon ay ayon sa mga panuntunan na nakasulat sa baba.

### A. Clinical Evaluation

#### Part 1. Signs and symptoms

- |  |  |
|--|--|
| • Fever <input type="checkbox"/> Yes <input type="checkbox"/> No         | • Shortness of breath <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Cough <input type="checkbox"/> Yes <input type="checkbox"/> No         | • Chest pain <input type="checkbox"/> Yes <input type="checkbox"/> No          |
| • Colds <input type="checkbox"/> Yes <input type="checkbox"/> No         | • Diarrhea <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| • Muscle pain <input type="checkbox"/> Yes <input type="checkbox"/> No   | • Loss of taste/smell <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Body weakness <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

**Tandaan:** Kapag ang patient ay may shortness of breath, chest pain o iba pang sintomas ng malubhang COVID-19, wag nang ipagpatuloy ang checklist at irekomendang magpakonsulta sa doktor

#### Part 2. History of illness/Health risk factors

- |  |  |
|--|--|
| • Immune suppressed (katulad ng HIV, cancer and Tuberculosis)  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • May mga risk factors sa malubhang COVID-19 (obesity, >60 years of age, pregnancy, smoker)                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • May mga comorbidities (katulad ng hypertension, heart disease, diabetes and chronic kidney/lung disease) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Nangangailangan ng supportive care (katulad ng oxygen, antibiotics, intravenous hydration)               | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Tandaan:** Kapag **Yes** sa dalawa o higit pa, ang patient ay hindi maaaring i-home isolate. Kapag **Yes** sa isa, ikonsulta sa doctor kung maaaring mag home isolation. Kapag **No** sa lahat, ang patient ay clinically eligible for home isolation at magpatuloy sa Social Criteria Evaluation.

**Clinically eligible for Home Isolation** ☐ **Yes** ☐ **No**

### B. Social criteria Evaluation

- |  |  |
|--|--|
| 1. May sariling kwarto   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. May sariling banyo/toilet   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. May sapat na airflow/ventilation  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. May tagapangalaga o kakayanan ma-meet ang pang-araw-araw na pangangailangan             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. May sariling landline, cellphone, o laptop na maaaring magamit para sa teleconsultation | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Tandaan:** Kapag ang patient ay may kahit isang sagot na "no" sa social criteria evaluation, ang patient ay **hindi** maaaring i-home isolate.

**Socially eligible for Home Isolation** ☐ **Yes** ☐ **No**

#### Tandaan:

- (1) Kapag na-meet ng patient **parehas** and social at clinical criteria, sila ay **maaring i-home isolate**.  
 (2) Kapag naman na-meet nila ang **clinical criteria lamang**, sila ay dapat **i-isolate sa isang TTMF/CIU**.

**Recommended for:** ☐ **Home Isolation** ☐ **TTMF/CIU** ☐ **Magpakonsulta sa doktor**

Assessed by: \_\_\_\_\_  
 Name with signature and designation  
 (BHERT)