



ADMINISTRATIVE ORDER NO. 2020-001-B

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

In view of the need to further address concerns on the accommodation of employees from Basic Establishments, Overseas Filipino Workers (OFW), and stranded passengers during the period of the Enhanced Community Quarantine, Administrative Order (AO) No. 2020-001 dated 18 March 2020 and AO No. 2020-001-A dated 23 March 2020 are hereby amended as follows:

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

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

- (a) “Accommodation Establishments” shall refer to establishments operating primarily for accommodation purposes including, but not limited to, hotels, resorts, apartment hotels, tourist inns, motels, pension houses, private homes used for homestay, ecolodges, serviced apartments, condotels, and bed and breakfast facilities.
- (b) “Basic Establishments” shall refer to those under item 5 of the Memorandum from the Executive Secretary dated 15 March 2020 and subsequent modifications and clarifications, namely, private establishments providing basic necessities and such activities related to food and medicine production, i.e., public markets, supermarkets, groceries, convenience stores, hospitals, medical clinics, pharmacies and drug stores, food preparation and delivery services, water-refilling stations, manufacturing and processing plants of basic food products and medicines, banks, money transfer services, power, energy, water, and telecommunications supplies and facilities, and business processing outsourcing (BPO) establishments.
- (c) “Covered Accommodation Establishments” shall refer to Accommodation Establishments permitted to operate under this Order.
- (d) “Distressed OFW” shall refer to an OFW eligible to avail of accommodation assistance from the Overseas Workers Welfare Administration (OWWA) pursuant to relevant OWWA guidelines and issuances.
- (e) “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.
- (f) “Foreign Guests” shall refer to guests holding passports issued in a foreign country.
- (g) “Health Workers” shall refer to all persons who are engaged in health and health-related work, and all persons employed in hospitals, sanitarium, health infirmaries, health centers, clinics, other health-related establishments (Republic Act No. 7305), and quarantine facilities.
- (h) “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.

- (i) "Long Staying Guests" shall refer to guests who have existing long-term leases.
- (j) "Neighboring Basic Establishments" shall refer to Basic Establishments within a two (2) kilometer radius from Covered Accommodation Establishments.
- (k) "OFW E-Card" refers to the proof of membership in the Overseas Workers Welfare Administration (OWWA) issued by the OWWA for Overseas Filipino Workers.
- (l) "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).
- (m) "Stranded Passengers" shall refer to passengers whose domestic or foreign flights or rides have been cancelled and are prevented from leaving a city or place where they do not permanently reside, or have difficulty availing of transportation to their home city or province, due to the implementation of a community quarantine.

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

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

- (a) Foreign Guests who had existing bookings or reservations under any Accommodation Establishment within the Philippines as of 17 March 2020, or who are in transit to leave the country;
- (b) Long Staying Guests;
- (c) Employees from Neighboring Basic Establishments as defined in this Order;
- (d) Distressed OFWs as defined under Section 2(d) and
- (e) Stranded Passengers.

Section 5. Bookings for Employees of Basic Establishments. – New bookings of guests falling under Section 4 (a) who are in transit to leave the country, and Section (c), (d), and (e) shall be allowed.

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

- (a) Number of staff comprising its skeletal workforce for the duration of the Enhanced Community Quarantine;
- (b) Names, nature of business, and location of Basic Establishments within a two (2) km radius from their premises whose employees will avail of their accommodation services;
- (c) Number, nationality, and length of stay of guests falling under Section 4;
- (d) The Neighboring Basic Establishments whose employees are booked with the Covered Accommodation Establishment; and

- (e) Such other information as may be required by the DOT; provided, that in the reporting of all information, compliance with the Republic Act No. 10173 or the *Data Privacy Act* shall be ensured.

Reports shall be submitted to the Standard Monitoring and Enforcement Division (SMED) of the DOT through smed@tourism.gov.ph, who shall share the reports with Local Government Units (LGUs) and other relevant agencies; provided, that any changes to the foregoing information shall be reported immediately.

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

- (a) Room service shall not be allowed;
- (b) Daily housekeeping shall not be implemented. Cleaning and sanitation of rooms shall be conducted only as may be necessary;
- (c) Only a skeletal workforce or such number of personnel as may be required to provide basic services to guests shall be retained; and
- (d) Ancillary establishments within the premises, such as restaurants, cafés, bars, gaming areas, and the like, shall not be allowed to operate; provided, that Covered Accommodation Establishments may prepare and distribute packed meals for guests who opt for the same.

Section 8. Conditions for Room Occupancy. – Covered Accommodation Establishments shall ensure that the following conditions for room occupancy, as required by the Department of Health (DOH), are met:

- (a) OFWs and Health Workers shall be accommodated in single occupancy rooms. For avoidance of doubt, single occupancy shall mean only one person shall be accommodated in each room.
- (b) Other guests may be accommodated in double occupancy rooms, provided the following are observed:
 - 1. Distance between the beds should be at least two (2) meters;
 - 2. A divider should be placed between the beds;
 - 3. A bathroom schedule must be observed. Only one person shall be permitted to use the bathroom at any given time.
 - 4. Guests shall disinfect the bathroom after every use using the provided sanitation kit.
 - 5. There shall be no sharing of food or any personal or non-personal belongings.
 - 6. All trash, food and non-food, shall be separated.
- (c) Each room shall be provided with a sanitation kit which guests shall use to regularly disinfect commonly accessed surfaces and items such as door knobs, light switches, the bathroom sink, etc.
- (d) When in the Accommodation Establishment, guests shall be confined to their rooms. Mingling with occupants of other rooms shall not be allowed.

- (e) Guests shall use the same bed and the same room they are billeted in throughout the entire period of their stay.

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

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

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

Section 12. Lowest Possible Rates. – Covered Accommodation Establishments are strongly encouraged to provide the lowest possible rates to guests, especially to OFWs and Employees from Neighboring Basic Establishments. Those reported to be engaging in opportunistic pricing may be subject to the relevant penalties under applicable laws, rules, and regulations

Section 13. Effectivity. – This Order shall take effect immediately and shall remain effective until the termination of the Enhanced Community Quarantine period, or until otherwise superseded, amended, or repealed accordingly.

For guidance and strict compliance.

25 March 2020

BERNADETTE ROMULO-PUYAT
Secretary