



## **OFFICE OF THE MUNICIPAL MAYOR**

### **Executive Order**

No. 2, Series of 2020

**AN ORDER MANDATING GUIDELINES AND MEASURES TO PROTECT THE COMMUNITIES AND PREVENT POSSIBLE SPREAD OF CORONA VIRUS DISEASE 2019 (COVID 19) WITHIN THE MUNICIPALITY OF ALBUERA.**

**WHEREAS**, the Local Government of Albuera, Leyte is mandated under the law to promote the health and safety of its inhabitants;

**WHEREAS**, Corona Virus Disease 2019 (COVID-19) Situation Report shows the fast transmission and increasing number of infected individuals inside and outside China prompted the World Health Organization (WHO) to raise high level of risk assessment globally;

**WHEREAS**, the Secretary of the Department of Health has confirmed the local transmission of Corona Virus Disease (Covid-19) in the Philippines;

**WHEREAS**, upon the recommendation of the Department of Health (DOH), the President Rodrigo Roa Duterte issued Proclamation No. 922 declaring the entire Philippines under a State of Public Health Emergency;

**WHEREAS**, the entire Philippines is now declared under CODE RED SUBLEVEL 2 by the Department of Health;

**WHEREAS**, with the declaration of the World Health Organization of the a World Health Emergency and in response to the growing concern over the outbreak of COVID-19, the Municipality of Albuera, Leyte is now taking the necessary precautions to prevent the entry of potential cases within its jurisdiction.

**NOW, THEREFORE, I, SIXTO B. DELA VICTORIA**, Municipal Mayor of the Municipality of Albuera, Leyte, by virtue of the powers vested in me by law, in the interest of public health and safety, do hereby order the following guidelines in response to the current situation in our country and for the safety and protection of the communities;:

#### **SCHOOLS**

- 1) Classes in all levels in the public and private schools in the Municipality of Albuera, Leyte are suspended effective March 16, 2020 until March 27, 2020;
- 2) School Heads and Teachers are advised to adopt alternative modes (home-based examination) in the conduct of the final examinations for their students;
- 3) School Administrators-Sanitize all schools, public and private during the weekends;
- 4) All School Officials are to coordinate with the Municipal Health Office and/or the COVID-19 Task Force for any assistance for this purpose;
- 5) Further, school heads and administrators are advised to adopt alternative modes of learning while classes are temporarily suspended in order not compromise the students' educational needs; and
- 6) Students are likewise advised to devote their time to productive activities, stay at home and avoid huge number of crowd.

#### **HOUSEHOLDS**

- 1) Must have a copy of the information materials on how to prevent the spread of COVID-19 from the Rural Health Office and must explain the same to all the members of their family;
- 2) Practice proper handwashing;

- 3) Disinfect every day possible infected surfaces such as door knobs, tables, cellular phones and the like;
- 4) Make available all necessary medicines (cough, colds, fever and maintenance drugs) for 30 days;
- 5) The head of the family must immediately report to the Barangay Health Emergency Response Team (BHERT) a family member who had just arrived from travel;
- 6) If a family member, who had just arrived, shows flu-like symptoms, he/she must immediately follow self-quarantine for 14 days; and
- 7) But if a sick family member has a history of travel, from the places confirmed with Corona Virus Disease (COVID-19) the head of the family must immediately report this to the health provider in the barangay.

#### **BARANGAY**

- 1) Conduct an information drive to disseminate correct information to the barangay residents regarding COVID-19 such as, NO HAND SHAKING, PROPER COUGH ETTIQUETTE, HANDWASHING and the like;
- 2) All Barangays are mandated to activate their Barangay Health Emergency Response Team to support the RHU and the DOH in implementing RA 11332.
- 3) Barangay Tanods and Barangay Health Workers must conduct rounds in the barangays and remind the people to stay in their respective homes unless necessary;
- 4) The Barangay Councils must have a list of the Balik-Albuera in their respective barangays, since March 1, 2020 and these persons must be monitored by the concerned BHERTs. The data which must be collected include: Name, Address, Contact No., History of Travel and Date of Arrival;
- 5) These Balik-Albuera must quarantine themselves for 14 days even if they do not have flu-like symptoms. Those who will not quarantine themselves must be reported to the Albuera Police Station for their appropriate action;
- 6) However, if any of the Balik-Albuera shows flu-like symptoms, the BHERTs must immediately report this to the Municipal Health Office for proper action;
- 7) Ensure that the isolation rooms are ready for accepting possible PUIs;
- 8) Discourage Handshaking;
- 9) Practice social distancing; and
- 10) Discourage conduct of activities involving a huge number of people such as trainings, seminars, cockfighting, and the like.

#### **LOCAL GOVERNMENT UNIT OFFICES/PERSONNEL**

- 1) Cancellation of flag ceremony and flag retreat until after the State of Public Health Emergency is lifted;
- 2) Cancel all travels outside of the Municipality of Albuera;
- 3) Cleaning of offices and disinfection should be enforced to include individual personal spaces and tables and most specially the areas that are more often used by the public. Head of Offices are mandated to create a daily disinfection schedule for frequently touched surfaces inside their offices. Household cleaning agents can be used if procurement of disinfectant would deter the situation.
- 4) Personal visitors are not allowed to get inside the offices. Only clients with valid transactions are welcome at this point in time.
- 5) A one entry and exit policy will be implemented within the LGU Municipal Hall. Proper sanitation should be observed prior to entrance to the building.
- 6) Sick employees with colds, cough, fever and flu are should not be allowed to work and have to take leave of absence subject to the deduction of Sick Leaves and should need to bring a Medical Certificate from the Rural Health Doctor before they report back to work.
- 7) Personal follow-ups and transactions/request are prohibited. Clients are required to make phone or email follow ups. Offices should ensure that everyone is promptly attended to in this mode of follow-up. The Department Heads are required to provide their clients their contact/mobile number or email address in their respective offices.
- 8) All foreign travel of employees for leisure and vacation are hereby cancelled until the State of Public Health Emergency is lifted. Dismissal to the said employee will be the sanction if caught violating.
- 9) Lakbay Aral and bench marking activities are not allowed until the Public Health Emergency is lifted.
- 10) Practice personal protective measures such as proper hygiene, and make available at all times alcohol and/or hand sanitizers on entrances, front desks and the biometric machine as preventive measures;
- 11) Sick personnel must be sent home immediately;

- 12) Observe social distancing;
- 13) Cancel large gatherings;
- 14) Discourage hand-shaking;
- 15) Leave privileges for the members of the Municipal Disaster Risk Reduction and Management Council (MDRRMC), Municipal Health Office (MHO) personnel and the Department and Section Heads of the Municipality of Albuera is temporarily suspended.
- 16) Only the designated Municipal Health Officer, Dr. Noemi D. Mencidor, shall be allowed to make public announcements regarding COVID-19 situation in the Municipality; and
- 17) The Rural Health Unit will be the responsible department to attend all concerns regarding COVID-19. Official Hotline Numbers are as follows: Mayor's Office 09175380002, RHU: 09387307030

#### **BUSINESS ESTABLISHMENTS**

- 1) All administrators/managers of business establishments are directed to conduct regular (**DAILY**) disinfection and sanitation activities. For this purpose, the Municipality's COVID-19 TASK FORCE together with the Business Permits and Licensing Office and the Sanitary Inspector is directed to inspect and monitor the compliance of the same within the Municipality;
- 2) Disinfect daily possible infected surfaces such as the door knobs, tables, and the like;
- 3) Discourage hand-shaking;
- 4) Observed social distancing ;
- 5) Observed proper hygiene;
- 6) Sanitize utensils; and
- 7) Provide sanitizers to the costumers.

#### **AMUSEMENT/RECREATIONAL ACTIVITIES**

- Public Dance/Disco, Cockfighting and similar activities with large crowds are prohibited effective immediately until further notice.

#### **MUNICIPAL HEALTH OFFICE & DEPARTMENT OF HEALTH PERSONNEL**

- 1) Conduct an intensified campaign against the spread of COVID-19;
- 2) Ensure that there are enough needed medical supplies and disinfectants;
- 3) Educate the Barangay Health Emergency Response Team (BHERTs) of their responsibilities, especially on the monitoring of the Persons Under Monitoring (PUM) in their respective barangays;
- 4) Discourage hand-shaking;
- 5) Observe social distancing; and
- 6) All health care providers must be equipped with mask and alcohol for their protection because they are the ones who are exposed to the patients.

#### **TRANSPORT GROUPS**

- 1) Disinfect daily possible infected surfaces of their vehicles;
- 2) Practice hygiene and avoid spitting anywhere;
- 3) Conduct continuous IEC among the transport groups and the public through the public address system;
- 4) Coordinate with the barangays for the list of Balik-Albuera in their respective barangays; and
- 5) Request copy of the passengers' list from the shipping lines, as part of monitoring the Balik-Albuera residents of the municipality.

#### **PHILIPPINE NATIONAL POLICE AND ARMED FORCES OF THE PHILIPPINES**

- 1) Help disseminate COVID-19- related information through *Bandilyosa Barangay*; and
- 2) Help enforce home quarantine in the barangays for Balik-Albuera who arrived the Municipality since March 1, 2020.

#### **MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

- 1) The Municipal Disaster Risk Reduction and Management Council (MDRRMC) must adopt Resolution No. 11 Series 2020 issued by the Inter-Agency Task Force for the Management of Emerging Infectious Disease;
- 2) Procure the necessary supplies and materials needed to stop the spread of the COVID-19

#### **CURFEW**

- 1) Curfew will be implemented pursuant to Municipal Ordinance No. 2018-02;

**14-DAY HOME QUARANTINE OF PERSONS WITH TRAVEL HISTORY FROM THE NATIONAL CAPITAL REGION (NCR) AND OTHER PLACES WITH CASES OF COVID-19**

1. All persons who have arrived in the locality with travel history from NCR and outside of the Philippines regardless of country, are enjoined to undergo a fourteen (14)-day home quarantine.
2. The 14 day-period shall be counted from the day that person arrives in the locality. Covered persons/residents are directed to contact the Municipality's COVID-19 TASK FORCE or the Municipal Health Office (MHO) through its hotline: for proper guidance on the performance of home quarantine.
3. Further, any person having information involving any resident who refused home quarantine is ordered to report the Municipality's COVID-19 TASK FORCE or the Municipal Health Office (MHO) or to the Punong Barangay concerned for proper and immediate intervention.
4. Finally, the Municipal Police Station of Albuera, Leyte is directed to assist the COVID-19 TASK FORCE or the Municipal Health Office (MHO) or to the Punong Barangay in the implementation of this directive.

**PRIVATE AND RELIGIOUS SECTOR**


1. Establishments are advised to follow sanitation procedures before the entry of their respective areas;
2. Financial institutions, places of worship, buses, public utility vans, and other places where people gather should have a daily disinfection protocol for frequently touched surfaces and will be randomly inspected by the Rural Health Unit for everyone's protection.
3. Places of worship are mandated to issue guidelines in the conduct of activities. Safety protocol for everyone should be done. Social distancing shall be observed at all times. Gathering of people during religious celebration like Holy Week for the Lenten Season should consider the safety of everyone from Covid-19.

**LOCAL PRICE MONITORING COUNCIL**

1. The Local Price Monitoring Council is mandated to monitor and enact activities to ensure that there is no profiteering and the prices are maintained. All guilty establishments shall be subjected to revocation of business permit and padlocking for indefinite closure.
2. Coordination with the Department of Trade and Industry on the enforcement of Section 6 of RA 7581: The Price Act and all other provisions therein.

This Executive Order Shall take effect immediately and shall remain in force and effect until revoked or amended.

This 15<sup>th</sup> day of March 2020 in Poblacion, Albuera, Leyte, Philippines.

  
**SIXTO B. DELA VICTORIA**  
Municipal Mayor

**Copy furnished:**

The Provincial Governor  
The Sangguniang Bayan of Albuera  
The DILG thru the MLGOO  
Civil Service Commission  
School Heads  
Barangay Captains  
PNP-Albuera, Leyte  
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