

MEMORANDUM CIRCULAR NO. 20 - 28
Series of 2020

SUBJECT: GUIDELINES TO FOLLOW ON MINIMUM HEALTH PROTOCOLS FOR BARBERSHOPS AND SALONS AS APPROVED BY THE IATF UNDER RESOLUTION NO. 41 DATED 29 MAY 2020

WHEREAS, the IATF issued the Omnibus Guidelines on Community Quarantine dated 29 April 2020, as amended by IATF Resolution No. 30-A dated 01 May 2020, to harmonize and codify existing policies of the IATF and member-agencies pertaining to community quarantine, which shall be applied to all regions, provinces, cities, municipalities and barangays placed under community quarantine;

WHEREAS, the Department of Health (DOH) issued Administrative Order No. 2020-0015 dated 27 April 2020 or the "Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation" and the Department of Trade and Industry (DTI) and the Department of Labor and Employment (DOLE) issued the Interim Guidelines on Workplace Prevention and Control of COVID-19;

WHEREAS, the Omnibus Guidelines on Community Quarantine, as recommended under IATF Resolution No. 30 dated 29 April 2020, was confirmed and adopted by the President under Executive Order No. 112 s. 2020 dated 30 April 2020;

WHEREAS, the IATF, in its Resolution No. 41 dated 29 May 2020, approved DTI's recommendation to reclassify barbershops and salon industry as Category III, its gradual reopening beginning June 7, 2020, and the stringent health protocols for the industry;


WHEREAS, the IATF reconsidered the earlier opening of barbershops and salons in recognition of the very strict health standards that were developed and to be adopted before they can be allowed to operate to prevent any risk of COVID-19 transmission, as well as the need to start bringing back the jobs of the estimated 400,000 workers in the industry working in over 35,000 barbershops and salons;

~~**WHEREFORE**, the following health protocols are hereby promulgated for strict compliance of barbershop and salon owners, including their workers or service providers:~~

SEC. 1. Scope - These guidelines shall apply to barbershops and salons that are allowed to operate in areas declared under General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ).

SEC. 2. Gradual Reopening - In areas declared under GCQ, barbershops and salons can begin to reopen starting June 7, 2020 at thirty percent (30%) operational capacity. The operational capacity of salons and barbershops can gradually increase to fifty percent (50%) after two (2) weeks. *Provided that* venue capacity allows for social distancing protocols. *Provided further*, that such businesses are compliant with the proper protocols prescribed by the DTI.

~~In areas under modified general community quarantine (MGCQ), they are allowed to reopen at fifty percent (50%) of operational capacity.~~

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Operational capacity refers to such number of workers who can be permitted or required to physically report to work on-site in a particular office or establishment.

SEC. 3. Services Allowed – During the GCQ, only basic haircutting services shall be permitted to be performed in barbershops and salons so as to shorten the time of service and lessen the exposure of customers.

SEC. 4. Additional Health Standards and Protocols - In addition to the minimum health standards prescribed by the DOH under Administrative Order No. 2020-0015 and the DTI-DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19, owners of barbershops and salons in GCQ areas are enjoined to establish and maintain the following measures:


- A. Posting of information at the entrance and other prominent or conspicuous areas about the following:
 - a. Mandatory wearing of face masks at all times;
 - b. Social distancing protocols of the establishment;
 - c. Regular sanitation schedule and procedures (a 10-minute interval for sanitation in between clients is required);
 - d. Availability of alternative methods of payment, if applicable;
 - e. Availability of alternative methods of scheduling appointments (e.g. online or via text);
 - f. Client-personnel interaction protocols;
 - g. Policy against the bringing of companions, unless absolutely necessary; and
 - h. Enforcement measures for clients who refuse to comply with the protocols in a manner consistent with the law.

- B. Requiring the placing of the following at the entrance:
 - a. Floor mat or foot bath with disinfectant;
 - b. Thermal scanner (temperature reading);
 - c. Alcohol that can be easily sprayed on the clients' hands;
 - d. Health Declaration checklist to be distributed to all clients (see sample in Annex "A");
 - e. A system where the personal effects of clients including bags, jackets, and gadgets are disinfected and deposited in secured and sanitary plastic bags; and
 - f. Face shields to be distributed to clients if they availed shampoo services.

- C. Enforcement of the following protocols concerning equipment found in the workplace:
 - a. Distancing of chairs to at least one (1) meter apart on all sides;
 - b. Visible markings on the floor and unusable chairs for guidance of clients;
 - c. Proper ventilation;
 - d. Personal effects of personnel should be placed in plastic bags stored in an area inaccessible to clients;
 - e. Face masks readily available for sale, or otherwise, to clients;
 - f. Sanitizing equipment and tools that are visible to clients;
 - g. Sterilization of workstation before and after each service;
 - h. Pieces of furniture that are made of porous materials should be covered in plastic for ease of sanitation; and
 - i. Strict use of disposable-only menus, reading materials and magazines.

- D. Enforcement of the following protocols concerning employees in the workplace:
 - a. No personnel with COVID-19 symptoms or with exposure to COVID-19 patients shall be allowed to work;

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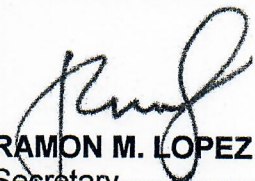
- b. No wearing of pieces of jewelry (e.g. rings, bracelets, watches, earrings, exposed body piercings);
 - c. Observance of proper personal hygiene (e.g. clipped fingernails, observance of company-imposed personal sanitation);
 - d. Mandatory wearing of personal protective equipment (PPE) including, but not limited to:
 - i. Face mask
 - ii. Face shield or eye protector
 - iii. Disposable Hand Gloves
 - iv. Hair caps
 - e. Mandatory wearing of closed shoes;
 - f. Observance of the proper disposal of single-use equipment (e.g. cotton balls, popsicle sticks, tissue);
 - g. Observance and enforcement of the client-personnel interaction protocols;
 - h. Mandatory declaration of health and whereabouts prior to every duty;
 - i. Frequent handwashing/sanitizing.
- E. For faster and effective Contact Tracing, while keeping confidentiality of personal information, the workers and customers of Barbershops and salon establishments shall be strongly encouraged to register at staysafe.ph.
- F. Requiring the following procedures upon exit:
- a. No physical contact during payment; and
 - i. Personnel are provided with small trays for accepting cash
 - ii. Offer alternative modes of payment (credit card, non-cash digital payment), if applicable
 - b. Regular sanitation of high-contact areas and surfaces (e.g. pens used for filling out forms, door handles, common tables).

SEC. 5. Compliance Monitoring – No accreditation shall be necessary before an establishment may be allowed to operate to eliminate bureaucracy. The resumption of, and continued operations of salons and barbershops shall be subject to their proprietors' compliance with the proper health protocols set by the DTI. Further, their compliance shall be assessed through a post-audit mechanism which shall be developed by the DTI.


SEC. 6. Separability Clause - If for any reason, any part or provision of this Circular be declared invalid, ~~any part or provision not affected thereby, shall remain in full force and effect.~~

SEC. 7. Effectivity - Given the presence of a public health emergency, this Memorandum Circular shall take effect immediately upon its publication and filing with the University of the Philippines Law Center and shall remain in effect until the state of public health emergency is lifted.

Issued on 01 June 2020.


RAMON M. LOPEZ
Secretary

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**Customer Information and
Health Checklist**

Name of Client: _____ Sex: _____ Age: _____ Temperature: _____

Residence: _____ Mobile No. _____

Name of Companion: _____ Sex: _____ Age: _____ Temperature: _____

Residence: _____ Mobile No. _____

		Client		Companion	
		Yes	No	Yes	No
1. Are you experiencing: (<i>nakakaranas ka ba ng:</i>)	a. Sore throat (<i>pananakit ng lalamunan/masakit lumunok</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Body pains (<i>pananakit ng katawan</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Headache (<i>pananakit ng ulo</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Fever for the past few days (<i>Lagnat sa nakalipas na mga araw</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (<i>May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past 2 weeks? (<i>Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) lingo?</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last 14 days? (<i>Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

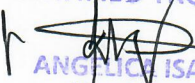
I hereby authorize [name of establishment], to collect my data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by RA 11469, Bayanihan to Heal as One Act, to provide truthful information.

Signature: _____ Date: _____
(Client)

Signature: _____ Date: _____
(Companion)

Service Aailed:	Date and Time Served:	Name of Attending Staff:

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HEALTH PROTOCOL CHECKLIST (SAMPLE ONLY)

ENTRANCE

Information posted at the entrance and other prominent or conspicuous areas about the following:

- Mandatory wearing of face masks at all times
- Social distancing protocols
- Regular sanitation schedule and procedures (a 10-minute interval for sanitation in between clients is required)
- Availability of alternative methods of payment, if applicable
- Availability of alternative methods of scheduling appointments (e.g. online or via text)
- Client-personnel interaction protocols
- Policy against the bringing of companions, unless absolutely necessary
- Enforcement measures for clients who refuse to comply with the protocols in a manner consistent with the law
- Floor mat or foot bath with disinfectant
- Thermal scanner (temperature reading)
- Alcohol that can be easily sprayed on the clients' hands
- Health Declaration checklist to be distributed to clients
- A system where the personal effects of clients including bags, jackets, and gadgets are disinfected and deposited in secured and sanitary plastic bags
- Face shields to be distributed to clients if they availed shampoo services

EQUIPMENT

- Distancing of chairs to at least one (1) meter apart on all sides
- Visible markings on the floor and unusable chairs for guidance of clients
- Proper ventilation in the workplace
- Personal effects of personnel should be placed in plastic bags stored in an area inaccessible to clients
- Face masks readily available for sale, or otherwise, to clients
- Sanitizing equipment and tools visible to clients
- Sterilization of workstation before and after each service

- Pieces of furniture that are made of porous materials are covered in plastic for ease of sanitation.
- Strict use of disposable-only menus, reading materials and magazines

PERSONNEL

- No personnel with COVID-19 symptoms or with exposure to COVID-19 patients shall be allowed to work
- No wearing of pieces of jewelry (e.g. rings, bracelets, watches, earrings, exposed body piercings)
- Observance of proper personal hygiene (e.g. clipped fingernails, observance of company-imposed personal sanitation)
- Mandatory wearing of personal protective equipment including, but not limited to:
 - Face mask
 - Face shield or eye protector
 - Disposable Hand Gloves
 - Hair caps
- Mandatory wearing of closed shoes
- Observance of the proper disposal of single-use equipment (e.g., cotton balls, popsicle sticks, tissue)
- Observance and enforcement of the client-personnel interaction protocols
- Mandatory declaration of health and whereabouts prior to every duty
- Frequent handwashing/sanitizing

EXIT

- No physical contact during payment
 - Personnel are provided with small trays for accepting cash; and
 - Offer alternative modes of payment (e.g. credit card, non-cash digital payment), if applicable
- Regular sanitation of high-contact areas and surfaces (e.g. pens used for filling out forms, door handles, common tables)