



Republic of the Philippines  
City of Cagayan de Oro

OFFICE OF THE CITY MAYOR

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city of golden friendship

**MEMORANDUM**

0467-20

To **ALL CONCERNED**

Subject **GUIDELINES ON ESSENTIAL MEETINGS AND EVENTS  
TO PREVENT OR REDUCE COVID19 RISKS**

Date **March 11, 2020**

To prevent or reduce COVID19 risks, you are hereby informed of the Guidelines on Essential Meetings and Events, viz:

Before the Meeting or Event:

- ✓ Check the advice from the authorities in the community where you plan to hold the meeting or event. Follow their advice.
- ✓ Develop and agree a preparedness plan to prevent infection at your meeting or events
  - Consider the possibility of a teleconference/social media conference meeting, if it is not possible consider the following:
    - The meeting or event should be scaled down to only essential participants.
    - Ensure and verify information and communication channels in advance with key partners such as public health and health care authorities.
- ✓ Pre-order sufficient supplies and materials, including tissues and 70% alcohol-based rub or sanitizers for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
- ✓ Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
- ✓ Make sure all participants and caterers at the event provide contact details: mobile phone number, email and address. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they cannot attend the meeting or event.



- ✓ Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID19 (dry cough, fever, malaise). This plan should include:
  - Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
  - Have a plan for how they can be safely transferred from there to a health facility.
  - Know what to do if a meeting participant, staff member or service provider tests positive for COVID19 after the meeting.

During the meeting or event:

- ✓ Provide information or a briefing, preferably orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants.
  - Practice to say hello without touching.
  - Encourage regular hand-washing or use of a 70% alcohol-based sanitizer by all participants at the meeting or event.
  - Encourage participants to practice cough etiquette – cover their face with the bend of their elbow or tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- ✓ Display dispensers of 70% alcohol-based sanitizers prominently around the venue.
- ✓ If possible, provide non-contact temperature checks of participants at the entry point of the venue. Any person who yields a temperature of 37.5 degrees Celsius or above shall be prohibited from entering and joining the said activity. (Obtain the COVID-19 suspected case checklist at the City Health Office as reference).
- ✓ If possible, regulate the entry and exit points of the venue.
- ✓ Mandatory registration of participants with complete contact details.
- ✓ If there is space, arrange seats so that participants are at least one meter apart.
- ✓ Open windows and doors whenever possible to make sure the venue is well ventilated.
- ✓ If anyone who starts to feel unwell, follow your preparedness plan or refer to the COVID-19 checklist.
  - Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer



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the person a mask so they can get home safely, if appropriate, or to a designated assessment facility. (Refer to COVID-19 Checklist).

- ✓ Thank all the participants for their cooperation with the provisions in place.

After the meeting:

- ✓ Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- ✓ If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
- ✓ If they develop even a mild cough or low grade fever (37.5 degrees Celsius or above) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also seek consult and if they had a recent travel in areas with local transmission, they should inform their Barangay Health Emergency Response Team (BHERT).
- ✓ Thank all the participants for their cooperation with the provisions in place.

For your information, guidance and appropriate action.

  
**OSCAR S. MORENO**  
City Mayor