

**Date:** May 13, 2020  
**To:** Residents  
**From:** Anvaya Cove Village Administration  
**Subject:** Post ECQ Guidelines

Circular No: 2020-0028

**Dear Valued Owners,**

In connection with the Executive Order No. 112 (EO 112) detailing the revised guidelines for the Enhanced Community Quarantine (ECQ) for the period May 1-15, 2020, and guidelines for the General Community Quarantine (GCQ) upon lifting of the ECQ, your property management has formulated Operations Plan to be implemented effective May 16 under GCQ. Please note that the attached Protocols are derived from the current stipulations of EO 112 and may be updated based on revisions from the Inter Agency Task Force regulations and current consultations with the local government.

**1. Access Control**

- a. Only essential activities shall be allowed, including the following:
  - i. Medical Emergencies
  - ii. Obtaining essential goods and services in accordance with the schedule and curfew hours set by the LGU.
  - iii. Work in office and industries permitted to operate.
- b. Residents' visitors/ guests will be allowed to enter Anvaya.
- c. Household helpers, gardeners and caretakers will be allowed to report in and out of regularly. Stay-in arrangements for helpers will be optional.
- d. Deliveries and packages shall be allowed, but up to the Main Gate entrance only. Residents shall pickup packages at the Admin office after subjecting the packages under sanitation procedures.
- e. Preventive Maintenance Providers and external customers will be allowed entry.
- f. Continuous implementation of SOP on ingress, including mandatory use of face masks, hand sanitation, temperature screening and disinfection of vehicles entering.
- g. Mandatory Health Declaration for all service providers, staff and workers.

**2. Operations and Manpower Force.**

- a. Grounds maintenance and Security deployment will be back to normal.
- b. Our Admin Staff works and deployment will be back to normal, subject to precautionary measures.
- c. Service Requests such as grass cutting, tree pruning, and minor repairs will resume.

**3. Unit Renovation/ Construction**

- a. All construction works and activities can resume upon lifting of ECQ in accordance with the guidelines by the DPWH and LGU.

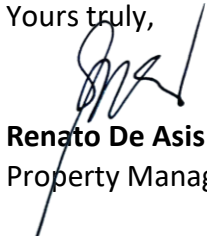
We continue to work closely with the Board of Trustees in ensuring that we maintain a clean and safe environment for all. We enjoin all residents to be guided and adhere to the set protocols.

For other inquiries and concerns, you may also get in touch with our Administration Office at 0917-853-7620.

Thank you for your cooperation and kind understanding.

For and in behalf of The Neighborhoods at Anvaya Cove Homeowners' Association Inc.

Yours truly,



**Renato De Asis Jr.**  
Property Manager

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<b>GCQ Protocols</b>		
	<b>Program</b>	<b>Details</b>
<b>ACCESS CONTROL</b>	Temperature screening	Persons with temperature readings above 37.5 shall be advised to do home quarantine and to seek medical attention
	No Mask No entry	Surgical masks, N95 Masks and cloth masks shall be required as compliance to local regulations
	Health Declaration Form	A form must be accomplished upon entry of every guest
	Hand Sanitation	A hand sanitation will be required before entry
	Contractors and External Services	All external services shall be required to follow additional protocols to ensure safety of the residents.
<b>SANITATION</b>	Common Areas	A dedicated sanitation team shall conduct regular sanitation of door handles, buttons, furniture and other common touchpoints
<b>DELIVERIES</b>	All Packages including, Mail, documents, small to large parcels, food and groceries	No deliveries will be allowed entry. The resident will need to meet the courier outside of the property  All deliveries except food will be sanitized
<b>PHYSICAL DISTANCING</b>	Gate entrances and Administration Office	<ul style="list-style-type: none"> <li>• Floor markers to help guide physical distancing</li> <li>• Set cap on max occupants for rooms/ facilities</li> </ul>