

Republic of the Philippines
Third Judicial Region
Olongapo City

**Office of the Executive Judges of the Regional Trial Court and
Municipal Trial Court in Cities**

COVID-19 HEALTH PROTOCOL IN THE HALL OF JUSTICE

For the protection of all the employees and other stakeholders in the Hall of Justice from the danger of COVID-19 and to ensure full operation of the Court and Offices herein, the following measures will be implemented:

FOR ALL COURTS:

1. Only employees are allowed inside the building/court room.
2. Lawyers and clients are only allowed to enter the building/courtroom if they have a scheduled hearing.
3. All employees, lawyers and stakeholders shall wear face masks (at all times), **NO MASK NO ENTRY**, step on the disinfecting mat and use sanitizing spray or wash their hands at the designated washing station before entry.
4. Lawyers and parties who will personally follow-up or inquire about their cases **WILL NOT BE ALLOWED ENTRY INSIDE THE BUILDING/COURT ROOM**. Each court shall provide a hotline number for the public's easy access during office hours. The cellphone numbers will be posted at the entrance of the building/court room so as to avoid any staff having to personally deal with a lawyer/client.
5. All lawyers, clients and witnesses will fill up the **Declaration Form** provided by the Supreme Court intended for the declaration of their age, physical condition (State of health and underlying condition, if any) and their address. The said forms shall be provided by the court/office's staff who shall ensure that the form is properly filled-out and to collect the same.
6. All employees returning for work shall fill-up the Declaration Form which shall serve as reference detailing the following:
 - Name;
 - Nationality;
 - Sex;
 - Age;
 - Contact Number;
 - Office Address;
 - Home Address;
 - Places visited;
 - Sickness and underlying conditions, if any.

7. All employees, lawyers and stakeholders shall undergo temperature test at the entrance of the building/court room. Those who fail the temperature test shall wait for another five (5) minutes to have a re-test. If despite re-test, he/she fails to show an acceptable temperature (37 degrees and below), he/she will be prohibited to enter the building/court room.
8. All employees, lawyers and stakeholders shall bring their own **PEN**. Employees are advised to **USE ONLY THEIR** own computer, office equipment/supplies and other personal effects and to disinfect the same every day.
9. All courts should place at the door of their courtroom and staff room rags with disinfectant solution placed in a basin. All employees, parties and lawyers shall step on the basin to disinfect their shoes before entering the staff room (for employees) and/or court room (for employees, lawyers and parties).
10. All courts should device a way to observe social distancing inside the staff room as well as the court room, (around 2 meters apart) and some other ways like placing plastic cover/acetate barriers at the court room during hearings which will ensure that the witness, accused/parties, lawyers, court staff and judge are separated from each other. The use of face shield is highly advised or encouraged.
11. Chambers, courtrooms, staff rooms and offices shall be disinfected every day;
12. All employees shall inform their Presiding Judge of any existing medical conditions or sickness and must exercise prudence in not going to the office for everyone's safety.
13. All courts shall secure the phone numbers and/or email addresses of lawyers, parties and witnesses for fast and efficient notification of court hearings.

The following are additional protocols for the Hall of Justice, Olongapo City. MTC/MCTC may adopt the same depending on their office status/locations.


- A. No vendors shall be allowed within the premises of the Hall of Justice;
- B. Each court will open a transaction window (if applicable) and make a cellophane/acetate barrier. The said window will be utilized in receiving pleadings and other documents from lawyers and clients. It will also serve as the receiving area for payment of court's fees;
- C. Employees should refrain from going out to buy food and instead encouraged to bring their own food or have the same delivered thru transaction windows;

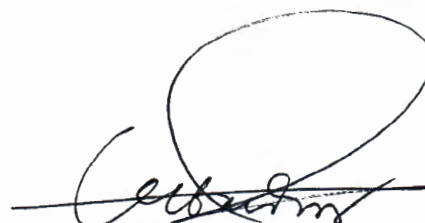
D. During hearing, only parties, witness (for the day) and their respective lawyers can enter the court room. No unnecessary observers will be allowed entry:

Note: Exception will be granted to a minor complainant/accused/witness who needs to be accompanied by his/her trusted guardian/social worker/medical staff or any party/complainant/accused/witness who, for medical reason, needs assistance;

E. Cases will be called one at a time. Parties, witnesses and their counsels in other cases will have to remain at the designated waiting area for each court and branch at the lobby and wait for their turn. As such, courts are advised to calendar not more than five (5) cases each day, if practicable.

Olongapo City, 02 June 2020.


ROLINE M. GINEZ-JABALDE
Executive Judge


ESMERALDA B. DAVID
Executive Judge