



**OFFICE CIRCULAR NO. 2021- 002**  
**21 June 2021**

**SUBJECT: Supplemental Guidelines and Amendments to Office Circular Nos. 2020-006 and 2020-008 (Interim Administrative Protocols)**

---

Supplemental guidelines and amendments to Office Circular Nos. 2020-006 dated 10 May 2020 and 2020-008 dated 19 August 2020, *re: Interim Administrative Protocols in the Insurance Commission During the Community Quarantine in the Philippines Due to COVID-19 Pandemic*, are hereby issued to further ensure the safety and health of all Insurance Commission (IC) personnel and its stakeholders:

**1. PERSONAL PROTECTION AND HYGIENE**

1.1. Respiratory Hygiene and Cough Etiquette

- 1.1.1. **Wearing of a cloth mask over a medical procedure mask (DOUBLE MASKING) is encouraged**, as experimental simulations conducted by the US Centers for Disease Control and Prevention (CDC) showed that receiver's exposure was maximally reduced (>95%) when the source and the receiver were fitted with modified medical procedures masks.

**2. SCREENING PROCEDURES**

2.1. Sections 6.1.4, 7.1.5 and 8.1.4 of Office Circular No. 2020-006 *re: **Health Screening Form*** are hereby amended:

- 2.1.1. The Health Screening Form shall be accomplished **ONLINE** using the **StaySafe.PH System**, owned by the Department of Interior and Local Government (DILG), and approved by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) in its Resolution No. 109 dated 10 April 2021.
- 2.1.2. The StaySafe.PH system was adopted by the IATF as the official social-distancing, COVID-19 health-condition reporting, and contact tracing system of the government.
- 2.1.3. Registration to the StaySafe.PH system may be completed through its website, <https://www.staysafe.ph/>, or through download of the application system at Google Play or Apple App Store. The StaySafe.PH Public User Module is attached for reference.

2.2. Everyone is responsible in **DISCLOSING TRUTHFUL AND ACCURATE INFORMATION** regarding their health condition and any exposure to COVID-19 in the Online Health Screening Form, including reporting and/or

respond to COVID-19 surveillance and response (**CONTACT TRACING**). Non-cooperation may be penalized in accordance with Republic Act (RA) No. 11332 (*Mandatory Reporting of Notifiable Diseases and Health Events of Public Concern Act*), RA No. 11469 (*Bayanihan to Heal as One Act*), and other applicable laws, rules and regulations.

### 3. SAVING CLAUSE

Cases not covered and other clarifications regarding the implementation of this Circular shall be addressed via email to the Office of the Insurance Commissioner ([ocom@insurance.gov.ph](mailto:ocom@insurance.gov.ph)), copy furnished the Office of the Deputy Insurance Commissioner – Management Support Services Group ([eh.balmes@insurance.gov.ph](mailto:eh.balmes@insurance.gov.ph)).

### 4. SEPARABILITY CLAUSE

If for any reason, any section or provision of this Circular needs to be amended to take into consideration relevant government rules and regulations, the remainder of this Circular shall not be affected by such declaration and shall remain in force and effect.

### 5. EFFECTIVITY

This Office Circular shall take effect immediately.



**DENNIS B. FUNA**  
Insurance Commissioner





# StaySafe.PH

## Public User

# Module

---

Information Systems and Technology Management Service (ISTMS)



# How to use StaySafe PH App

- ▶ Registration thru (Website/ Mobile App)
- ▶ How to Scan QR
- ▶ How to Update Health Status
- ▶ How to Update/Edit Information of User
- ▶ Creation of Visitor's QR ID
- ▶ StaySafe Mobile App Features



# Registration thru Website

- 1) Go to [www.staysafe.ph](http://www.staysafe.ph) then Click “Register an account”
- 2) Click “next” to read the overview of the app or “skip”
- 3) Enter your mobile number, check the box for “Terms and Conditions” and “reCAPTCHA” then click “REGISTER NOW”
- 4) Enter the OTP that you received thru SMS then it’ll automatically proceed to next step.
- 5) Create your password then click “CONTINUE”
- 6) Create your Code name
- 7) Create your 6 digit PIN then click “CONTINUE TO MY ACCOUNT”
- 8) Enter your Age, Gender and select if you have any current symptoms in the following then click “SAVE”
- 9) Answer the health checklist then click “SUBMIT”
- 10) You are now successfully registered to StaySafe PH.



Step 1: Go to [www.staysafe.ph](https://www.staysafe.ph) then Click “Register an account”

Stay Safe — Stay Healthy. Stay Safe

https://www.staysafe.ph

Home Data Privacy

**StaySafe**.ph

**Stay Healthy. Stay Safe.**

Join us in stopping the spread of COVID-19 through this community-driven contact tracing, health condition reporting and social distancing system.

REGISTER AN ACCOUNT LOG IN

GET IT ON Google Play Download on the App Store EXPLORE IT ON AppGallery

For Companies and Organizations

**Protect your employees and customers!**

Get full access to StaySafe's Heat Map & Digital Logbook. Request Access Now!

Create your account by clicking below.

Already have an Admin Access?

REQUEST ACCESS

LOGIN TO ADMIN ACCESS

Powered by SAFIFY





Step 2: Click “next” to read the overview of the app or “skip”

A screenshot of a web browser displaying the registration page for StaySafe.ph. The browser's address bar shows "staysafe.ph/register". The page has a dark grey background. On the left, there is a "Back to Home" button and the StaySafe.ph logo, which consists of a heart shape containing a house and three people, with the text "StaySafe.ph" below it. Below the logo is an illustration of a family (a man, a woman, and a child) sitting at a table with laptops. On the right, a white registration card is shown. At the top right of the card is a "Skip" link. The card features a circular graphic with concentric lines and a central heart icon. Below the graphic, it says "Welcome to StaySafe.PH" and provides a brief description of the app's purpose: "StaySafe.PH is the Philippines official health condition reporting, contact tracing and social distancing system to assist the government on our fight against COVID-19." At the bottom of the card is a "Next" button and a progress indicator with five dots, the first of which is filled.



Step 3: Enter your mobile number, check the box for “Terms and Conditions” and “reCAPTCHA” then click “REGISTER NOW”

The screenshot shows a web browser window displaying the registration page for StaySafe.ph. The browser's address bar shows the URL 'staysafe.ph/register'. The page content is split into two main sections:

- Left Section:** Features the StaySafe.ph logo, which consists of a heart shape containing a house and three stylized figures. Below the logo is an illustration of a family (a man, a woman, and a child) sitting at a table with laptops, representing community interaction.
- Right Section:** Contains the registration form. It starts with the slogan 'Stay Healthy. Stay Safe.' followed by a brief description of the service: 'Join us in stopping the spread of COVID-19 through this community-driven contact tracing, health condition reporting and social distancing system. Register Now!'. The form includes:
  - An 'Enter Mobile Number' field with a dropdown menu set to '+63'.
  - A checkbox for 'I am at least 13 years old and I agree with the Terms and Conditions.'.
  - A checkbox for 'I'm not a robot' next to a reCAPTCHA logo.
  - A prominent green 'REGISTER NOW' button.
  - An 'OR' separator.
  - A blue 'Continue with Facebook' button.
  - A link for 'Already a member? Log In Now'.

The Windows taskbar at the bottom shows the system time as 8:21 am on 08/04/2021.



## Step 4: Enter the OTP that you received thru SMS then it'll automatically proceed to next step

Stay Safe — Stay Healthy. Stay Safe

staysafe.ph/sms-verification

← Back to Home

A One-Time-Pin (OTP) has been sent to your mobile number



**SMS Verification**

A verification SMS has been sent to  
+6\*\*\*\*\*6847

Please check your SMS and enter OTP to activate your account.

OTP will be expired in **(4:58 min)**

Didn't receive the OTP? [Resend OTP](#)

**CONFIRM OTP**



## Step 5: Create your password then click “CONTINUE”

A screenshot of a web browser displaying the StaySafe.ph password creation page. The browser's address bar shows the URL "staysafe.ph/set-password". The page is split into two main sections. On the left, there is a "Log Out" button in a pink box at the top left. Below it is the StaySafe.ph logo, which consists of a heart shape containing a house and three stylized figures, with the text "StaySafe.ph" underneath. Below the logo is an illustration of a family (a man, a woman, and a child) sitting at a table with laptops, representing a safe and healthy environment. On the right, a mobile-style interface is shown for password creation. It has a back arrow and the StaySafe.ph logo at the top. The title "Your Password" is centered. Below the title are two input fields: "Password" and "Confirm Password", each with a small eye icon to toggle visibility. At the bottom of this interface is a large green button labeled "CONTINUE".



## Step 6: Create your Code name

The image shows a browser window displaying the StaySafe.ph website and a mobile app interface. The browser window has a blue header with the text 'Stay Safe — Stay Healthy. Stay Sa...' and a tab for 'staysafe.ph/personal-info'. The website content includes a 'Log Out' button, the StaySafe.ph logo (a heart with a house and people), and an illustration of a family sitting at a table with laptops. The mobile app interface is titled 'Enter Basic Information' and has a 'Code name' field with the example 'EX. JUAN'. A red warning message states: 'To comply with data privacy, please do not disclose your full name.' A green 'CONTINUE' button is at the bottom.



Step 7: Create your 6 digit PIN then click “CONTINUE TO MY ACCOUNT”

A screenshot of a web browser displaying the 'Stay Safe' application's PIN confirmation page. The browser's address bar shows 'staysafe.ph/confirm-pin'. The page background is a light gray with a faint illustration of a family sitting at a table. A large white modal box is centered on the screen, containing a green lock icon with a checkmark, the text 'Your PIN was successfully registered!', and a green button labeled 'CONTINUE TO MY ACCOUNT'. In the background, the 'Confirm PIN' form is visible, featuring six input fields for digits and a green 'SUBMIT' button. The browser's taskbar at the top shows various open applications like 'DASHBOARD MONI...', 'DILG Intranet', and 'EIS ADMIN'.



Step 8: Enter your Age, Gender and select if you have any current symptoms in the following then click “SAVE”

The screenshot shows a web browser window with the URL `staysafe.ph`. The browser's taskbar at the top displays several open applications: Apps, DASHBOARD MONI..., DILG Intranet, EIS ADMIN, SQL SELECT Statem..., DRRM EXCEL TEMP..., Quarterly Testing, and two instances of '00 - Working Docu...'. On the left side of the page, there is a pink 'Log Out' button. The main content area features the StaySafe.ph logo, which consists of a heart shape containing a house and three stylized figures, with the text 'StaySafe.ph' below it. Underneath the logo is an illustration of a family (a man, a woman, and a child) sitting at a table with laptops and a smartphone. On the right side, a white registration form is displayed. The form has the StaySafe.ph logo at the top and the text: 'Here's how can you help us. You can help us stop the spread of COVID-19 by staying at home and staying safe. Contribute by reporting your health condition. Do you experience any of the following?'. Below this text are two input fields: 'Age' with the value 'EX. 10' and 'Gender' with a dropdown menu showing 'Select Gender...'. A section titled 'MOST COMMON SYMPTOMS:' follows, with a list of five symptoms, each with a checkbox and a small icon: 'Fever' (Lagnat), 'Dry Cough' (Tuyong ubo), 'Sore Throat' (Namamagang Lalamunan), 'Shortness of Breath' (Hirap sa paghinga), and 'Loss of Smell and Taste' (Pagkawala ng pang-amoy at panglasa). At the bottom of the form is a large green 'SAVE' button.



## Step 9: Answer the health checklist then click “SUBMIT”

Stay Safe — Stay Healthy. Stay Sa x

staysafe.ph/member/2519657/health-checklist

Apps DASHBOARD MONI... DILG Intranet EIS ADMIN SQL SELECT Statem... DRRM EXCEL TEMP... Quarterly Testing 00 - Working Docu... 00 - Working Docu...

Log Out

You have successfully submitted a report.

**StaySafe.ph**

**Update Health Checklist**

- Have you worked together or stayed in the same close environment of a confirmed COVID-19 case?  
May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?
- Have you had any contact with anyone with fever, cough, colds and sore throat in the past 2 weeks?  
Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) linggo?
- Have you travelled outside of the Philippines in the last 14 days?  
Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?
- Have you travelled to any area in NCR aside from your home?  
Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?  
SPECIFY

BACK SUBMIT

8:41 am 08/04/2021



## Step 10: You are now successfully registered to StaySafe App

Stay Safe — Stay Healthy. Stay Safe x

staysafe.ph/profile

Apps DASHBOARD MONI... DILG Intranet EIS ADMIN SQL SELECT Statem... DRRM EXCEL TEMP... Quarterly Testing 00 - Working Docu... 00 - Working Docu...

Log Out

Saved!

**StaySafe**.ph

BB KO **Good Condition** >

**Health Check**  
Update your StaySafe health status everyday!  
[Update Now >](#)

Update your StaySafe health status everyday!

[COVID-19 UPDAT...](#) [DIGITAL LOGBOOK](#)

HOME [SCAN QR](#) SETTINGS

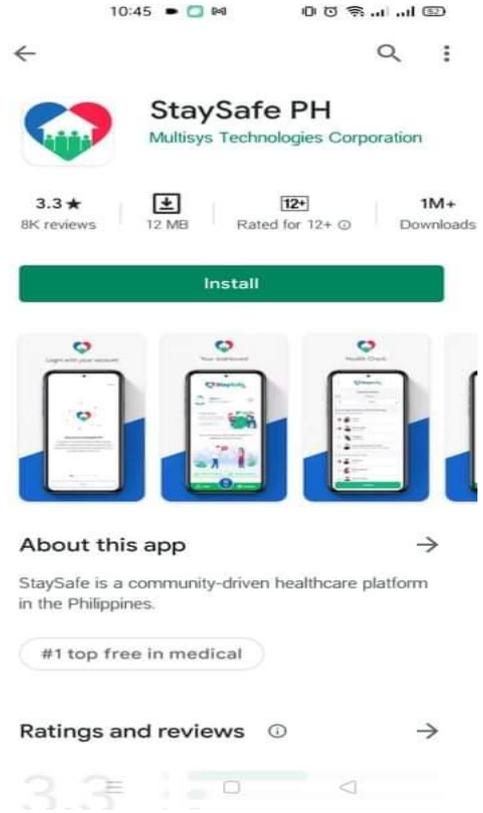


# Registration thru Mobile App

- 1) Go to Play Store or App Store, search for StaySafe PH then tap “install”
- 2) Open StaySafe app, tap “REGISTER NOW” enter your mobile number, check “Terms and Conditions” then tap “REGISTER NOW”
- 3) Enter the OTP number that you received thru SMS then it’ll automatically proceed to next step.
- 4) Create your password then click “CONTINUE”
- 5) Create your Code name
- 6) Tap “UPLOAD PHOTO or SKIP”
- 7) Create your 6 digit PIN tap check icon “  “ then tap “CONTINUE TO MY ACCOUNT”
- 8) Enter your Age, Gender and select if you have any current symptoms in the following then tap “SAVE” then tap “ACCEPT” Privacy Policy
- 9) You are now successfully registered to StaySafe PH.

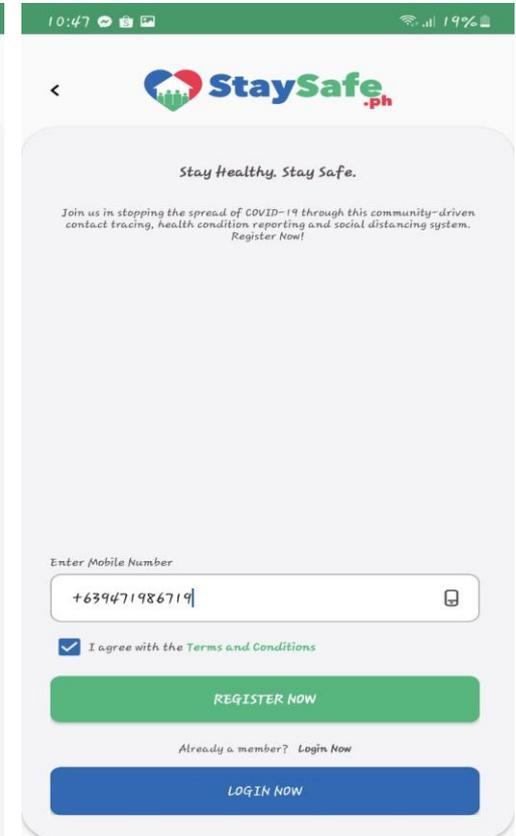
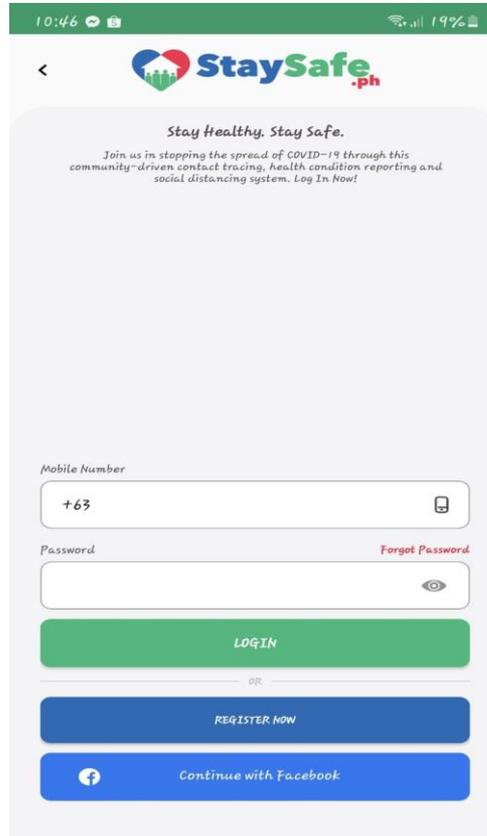


Step 1: Go to Play Store or App Store, search for StaySafe PH then tap “install”





Step 2: Open StaySafe app, tap “REGISTER NOW” enter your mobile number, check “Terms and Conditions” then tap “REGISTER NOW”





Step 3: Enter the OTP number that you received thru SMS then it'll automatically proceed to next step

10:47 19%

< StaySafe.ph

**SMS Verification**

A verification SMS has been sent to  
+63947 \*\*\* \*\*19

Please check your SMS and enter OTP to activate your account.

OTP will be expired in 4:55  
Didn't receive the OTP? [Resend OTP](#)

CONFIRM OTP



Step 4: Create your password then click "CONTINUE"

10:48 19%

< StaySafe.ph

● ○ ○

Your Password

Password

Confirm Password

CONTINUE

The image shows a mobile application interface for creating a password. At the top, there is a green status bar with the time '10:48' and battery level '19%'. Below that is a navigation bar with a back arrow and the 'StaySafe.ph' logo. The main content area has a light gray background and contains the text 'Your Password' above two password input fields. The first field is labeled 'Password' and the second is labeled 'Confirm Password'. Both fields have a small eye icon on the right side to toggle visibility. At the bottom of the screen, there is a green button with the text 'CONTINUE' in white capital letters.

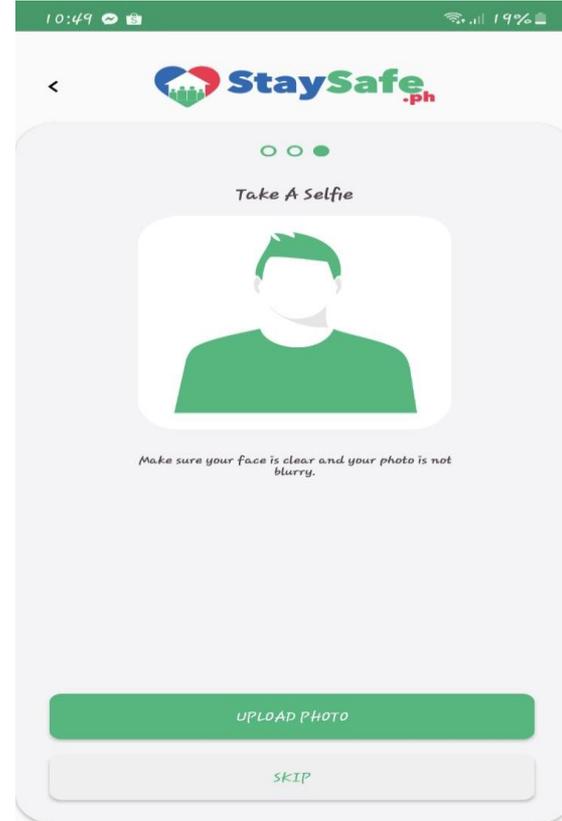


## Step 5: Create your Code name

A screenshot of the StaySafe.ph mobile application. The interface is clean and modern, with a white background and green accents. At the top, there is a status bar showing the time as 10:48, signal strength, Wi-Fi, and 19% battery. Below the status bar is a navigation bar with a back arrow on the left and the StaySafe.ph logo on the right. The main content area is titled 'Enter Basic Information' and features a single text input field labeled 'Code name'. Below the input field, a red warning message reads: 'To comply with data privacy, please do not disclose your full name.' At the bottom of the screen, there is a green button labeled 'CONTINUE'.

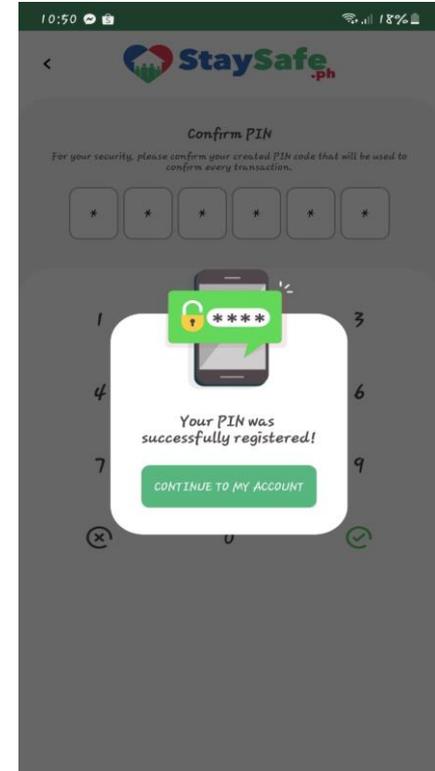


Step 6: Tap “UPLOAD PHOTO or SKIP”





Step 7: Create your 6 digit PIN tap check icon “✔” then tap “CONTINUE TO MY ACCOUNT”





Step 8: Enter your Age, Gender and select if you have any current symptoms in the following then tap “SAVE” then tap “ACCEPT” Privacy Policy

10:50 [Icons] 18%

**Here's how can you help us.**

You can help us stop the spread of COVID-19 by staying at home and staying safe. You can also help us by reporting your health condition for us to know that you are safe.

Do you experience any of the following?

Age  Gender

**Most Common Symptoms**

- Fever**  
Lagnat
- Dry Cough**  
Tuyong ulo
- Sore Throat**  
Namamagang lalamunan
- Shortness of Breath**  
Hirap sa paghinga
- Loss of Smell and Taste**  
Pagkawala ng pang-aroy at pang-lasa

**Some Patients may also have:**

- Fatigue**  
Pagkapagod
- Aches and Pains**  
Pananakit ng katawan
- Runny Nose**  
Sipon
- None of the above**

**SAVE**

10:50 [Icons] 18%

**StaySafe.ph**

**Privacy Policy**

StaySafe.PH is the Philippines' official health condition reporting, contact tracing, and social distancing system that empowers the public in the fight against COVID-19. By aggregating all reports, StaySafe.PH enables the Government to immediately respond to peoples' needs and make informed and timely decisions to keep Filipinos safe in the midst of this pandemic. The system, which is made available in desktop and mobile version, aims to complement the management of COVID-19 cases, to remind individuals in observing physical distancing measures, to record and monitor individual's COVID-19 symptoms, and to augment manual contact tracing processes

Multisys Technologies Corporation, in partnership with PLDT-Smart Group and PLDT Enterprise, developed the system for the Philippine government to curb the COVID-19 pandemic. StaySafe.PH is a project of the Interagency Task Force (IATF-EID) on Management of Emerging Infectious Diseases and National Task Force (NTF) on COVID-19. The Department of Health (DOH) is the established Personal Information Controller, and will perform the centralized management of StaySafe.PH.

Any reference to "WE" or "OUR" means the StaySafe.PH website and/or—collectively—the IATF-EID, NTF, and DOH.

This Privacy Notice explains what information we collect, process, and share; why we do so; and your rights with regard to your information. We process your information pursuant to Republic Act No. 11332 (the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act") and in accordance with Republic Act No. 10173 (the "Data Privacy Act").

We may amend this Privacy Notice from time to time. When certain changes require your consent, we shall communicate the changes to you and ask for your consent. Otherwise, changes take effect immediately upon posting.

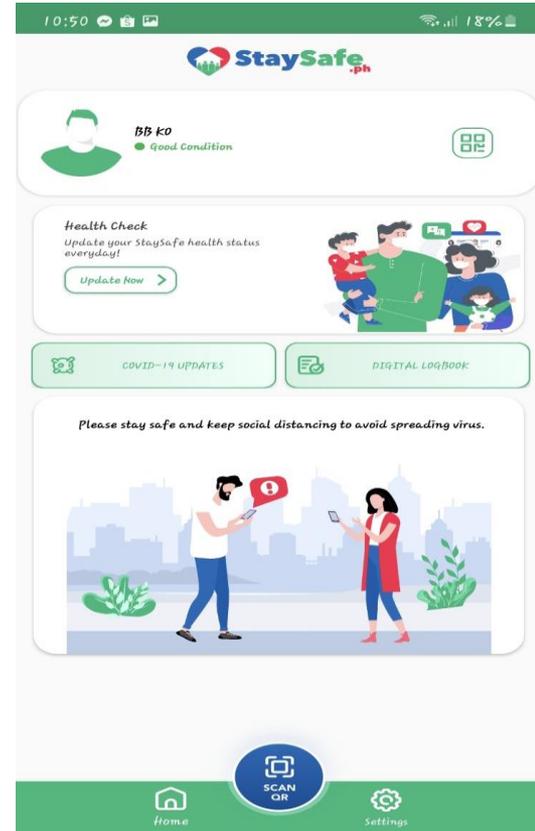
**WHAT INFORMATION WE COLLECT**

We at StaySafe.PH are advocates of data privacy, and ensure

**CANCEL** **ACCEPT**



Step 9: You are now successfully registered to StaySafe PH.





# How to Scan QR?

## Using StaySafe PH App

- 1) Open StaySafe PH App then tap "SCAN QR"
- 2) Select purpose of visit then scan the QR
- 3) Tap "CONFIRM VISIT" then "CLOSE". You may now enter if you're in good condition.

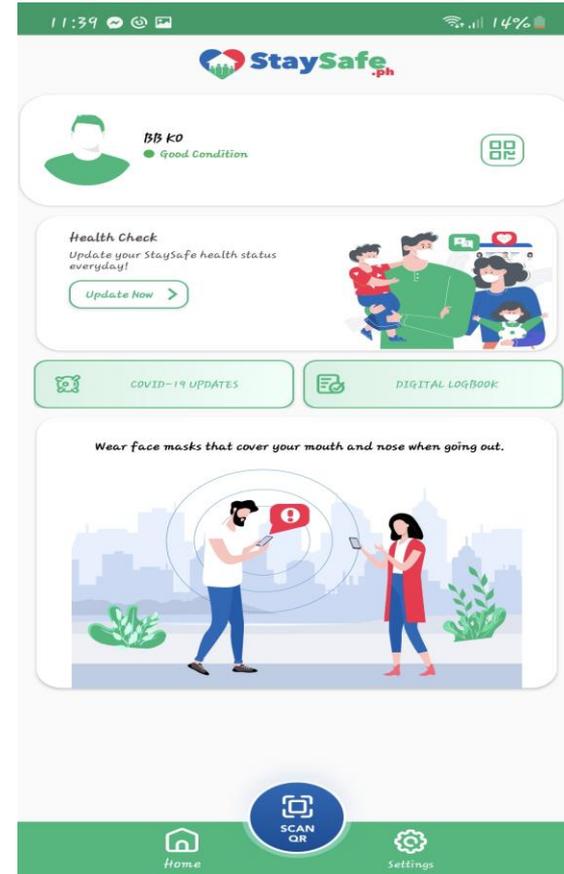
## Using Phone Camera

- 1) Open your Camera then Scan QR directly then pop-out menu will appear to enter Webpage then tap the arrow icon " → "
- 2) Tap "Proceed", enter your basic information then tap "Next"
- 3) Select if you have any current symptoms or None of the above then tap "Next"
- 4) Answer the health checklist then tap "SUBMIT" then a confirmation message will appear and you may now enter



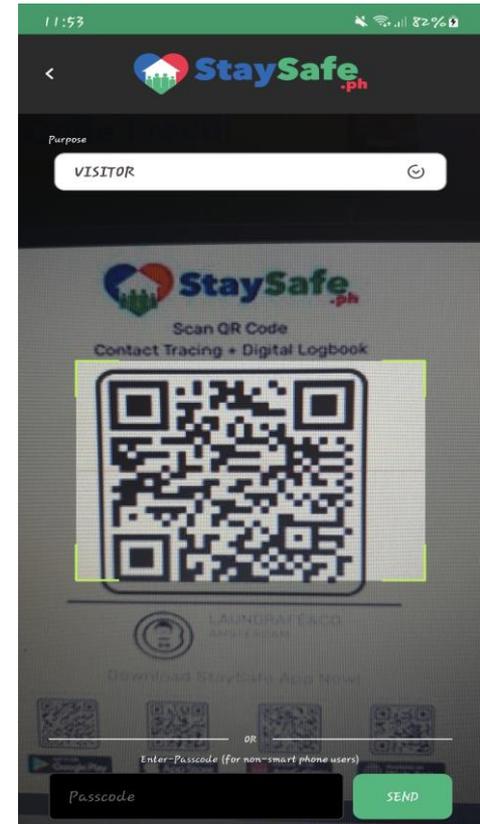
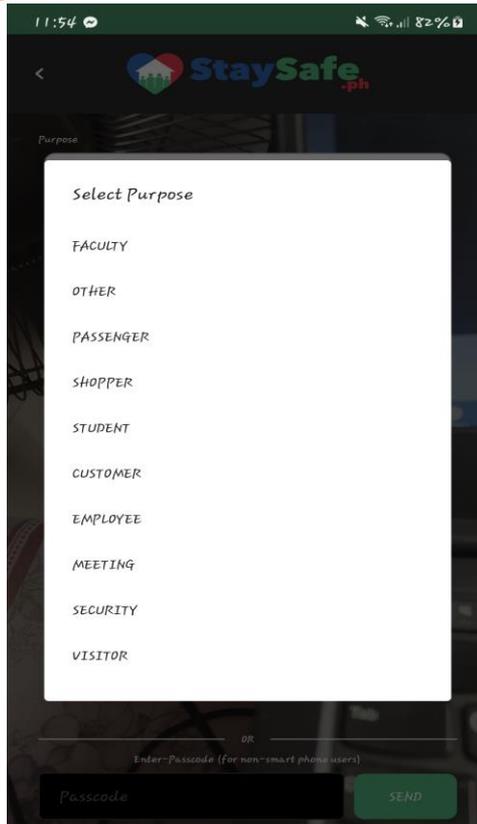
## Using StaySafe PH App

Step 1: Open StaySafe PH App then tap "SCAN QR"



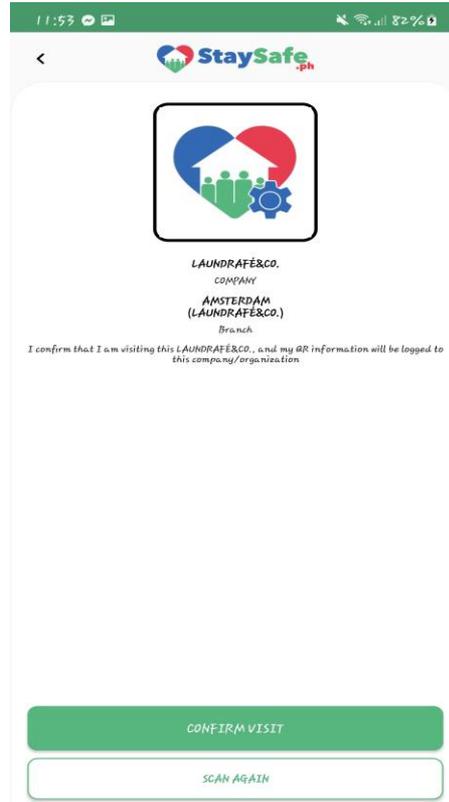


Step 2: Select purpose of visit then scan the QR





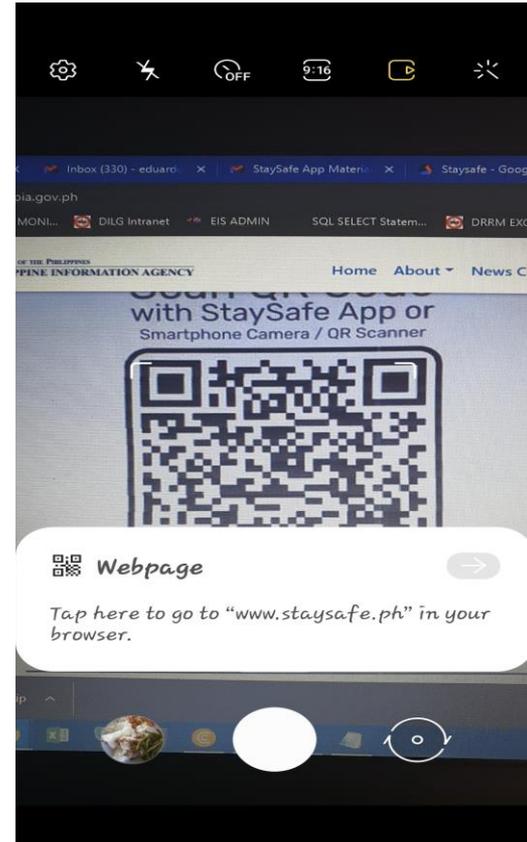
Step 3: Tap "CONFIRM VISIT" then "CLOSE".  
You may now enter if you're in good condition.





## Using Phone Camera

Step 1: Open your Camera then Scan QR directly then pop-out menu will appear to enter Webpage then tap the arrow icon “ → ”





Step 2: Tap “Proceed”,  
enter your basic  
information then tap  
“Next”

12:39 100%

staysafe.ph/g/logbook/da28f44c-79fb-4a91

**Welcome!**

You are about to enter



**CALOOCAN ANTI-DRUG  
ABUSE OFFICE**  
COMMAND CENTER SOUTH

By clicking **Proceed**, you  
agree with the [terms and conditions](#).

**Proceed**

VISITOR

Company (optional)  
DILG

Clear Next

12:40 100%

staysafe.ph/g/logbook/da28f44c-79fb-4a91



**CALOOCAN ANTI-DRUG ABUSE OFFICE**  
COMMAND CENTER SOUTH

Basic Info Symptoms Checklist

Name  
EDUARDO B. DAVID JR.

Mobile Number  
+63 966-766-7437

Email Address (optional)

Gender Age  
MALE 24

Purpose  
VISITOR

Company (optional)  
DILG

Clear Next



Step 3: Select if you have any current symptoms or None of the above then tap “Next”

12:40 100%

staysafe.ph/g/logbook/da28f44c-79fb-4a91

**CALOOCAN ANTI-DRUG ABUSE OFFICE**  
COMMAND CENTER SOUTH

StaySafe

Basic Info **Symptoms** Checklist

- Sore Throat**  
Namamagang Lalamunan
- Shortness of Breath**  
Hirap sa paghinga
- Loss of Smell and Taste**  
Pagkawala ng pang-amoy at panglasa

SOME PATIENTS MAY ALSO HAVE:

- Fatigue**  
Pagkapagod
- Aches and Pains**  
Pananakit ng katawan
- Runny Nose**  
Sipon
- Diarrhea**  
Pagdudumi
- Headache**  
Pananakit sa ulo
- None of the above**

Back Next



Step 4: Answer the health checklist then tap “SUBMIT” then a confirmation message will appear and you may now enter.

12:40 100%

staysafe.ph/g/logbook/da28f44c-79fb-4a91

**StaySafe** CALOOCAN ANTI-DRUG ABUSE OFFICE  
COMMAND CENTER SOUTH

Basic Info Symptoms Checklist

- Have you worked together or stayed in the same close environment of a confirmed COVID-19 case?  
May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?
- Have you had any contact with anyone with fever, cough, colds and sore throat in the past 2 weeks?  
Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) linggo?
- Have you travelled outside of the Philippines in the last 14 days?  
Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?
- Have you travelled to any area in NCR aside from your home?  
Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?  
SPECIFY

Back Submit

12:40 100%

staysafe.ph/g/logbook/da28f44c-79fb-4a91

**StaySafe** CALOOCAN ANTI-DRUG ABUSE OFFICE  
COMMAND CENTER SOUTH

Thank you for using StaySafe Digital Logbook! Please always wear your mask, wash your hands and maintain social distancing.

Don't forget to download StaySafe App for digital contact tracing to protect yourself and your loved ones. Thank you!

App Available on

GET IT ON Google Play Download on the App Store

EXPLORE IT ON AppGallery

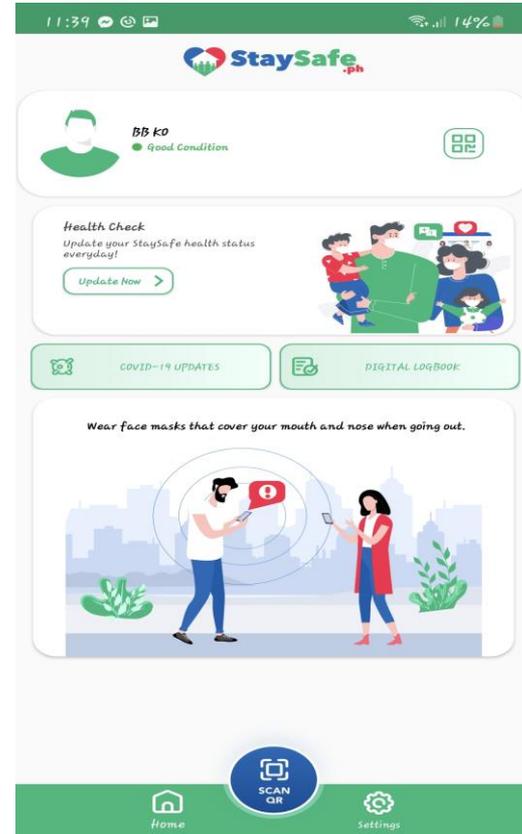


# How to Update Health Status?

- 1) Open StaySafe PH App then tap "Update Now"
- 2) Select if you have any current symptoms or None of the above then tap "UPDATE"
- 3) Answer the health Declaration Form, tap "UPDATE" then a confirmation will appear.



Step 1: Open StaySafe  
PH App then tap  
"Update Now"





Step 2: Select if you have any current symptoms or None of the above then tap “UPDATE”

1:26 [Icons] 100%

### Update Status

Age:  Gender:

Did he/she experience any of the following?

*Most Common Symptoms*

- Fever**  
Lagnat
- Dry Cough**  
Tuyong ubo
- Sore Throat**  
Nanamagang lalamunan
- Shortness of Breath**  
Hirap sa paghinga
- Loss of Smell and Taste**  
Pagkawala ng pang-aromay at panglasa

*Some Patients may also have:*

- Fatigue**  
Pagkapagod
- Aches and Pains**  
Pananakit ng katawan
- Runny Nose**  
Sipon
- Diarrhea**  
Pagdudumi
- Headache**

**UPDATE**



Step 3: Answer the health Declaration Form, tap “UPDATE” then a confirmation will appear.

1:27 [notification icons] [signal strength] 100%

< Health Declaration Form

**Have you worked together or stayed in the same close environment of a confirmed COVID-19 case?**  
*May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?*

**Have you had any contact with anyone with fever, cough, colds and sore throat in the past 2 weeks?**  
*Mayroon ka bang nakasama na may lagmat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) linggo?*

**Have you travelled outside of the Philippines in the last 14 days?**  
*Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?*

**Have you travelled to any area in NCR aside from your home?**  
*Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?*

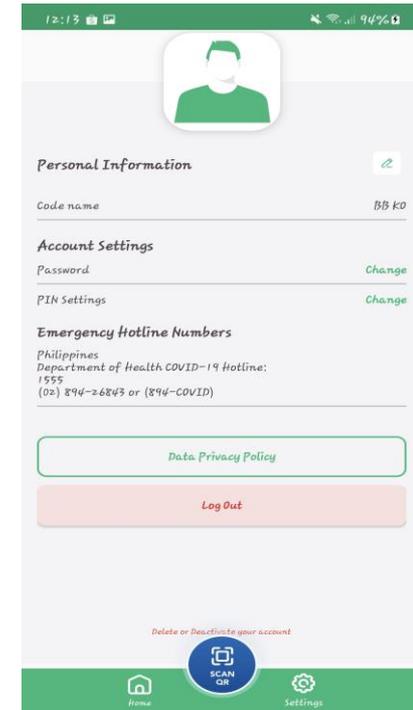
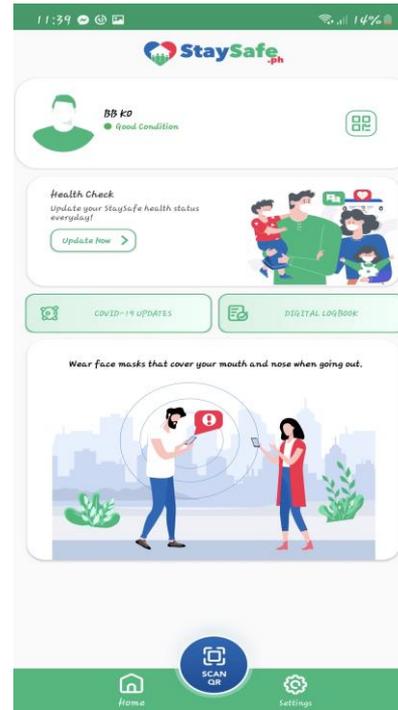
SPECIFY

UPDATE



# How to Update/Edit Information of User?

Open StaySafe PH App, tap “Settings” then you may now update/edit your Personal Information and Account Settings.



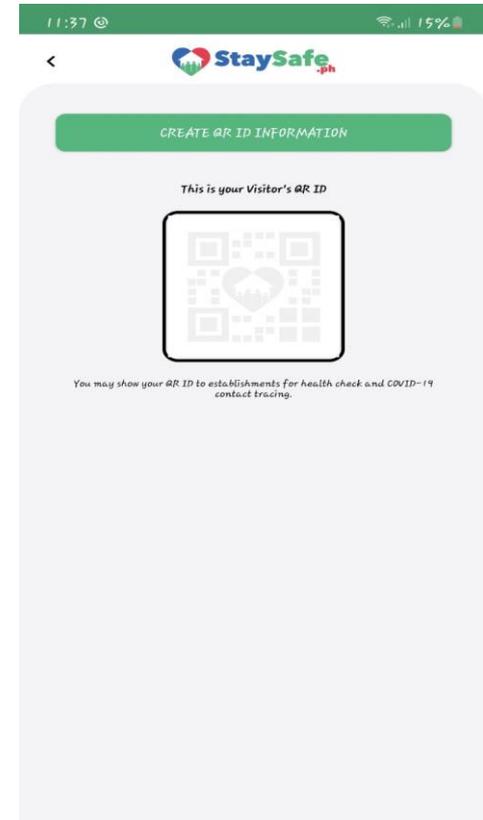
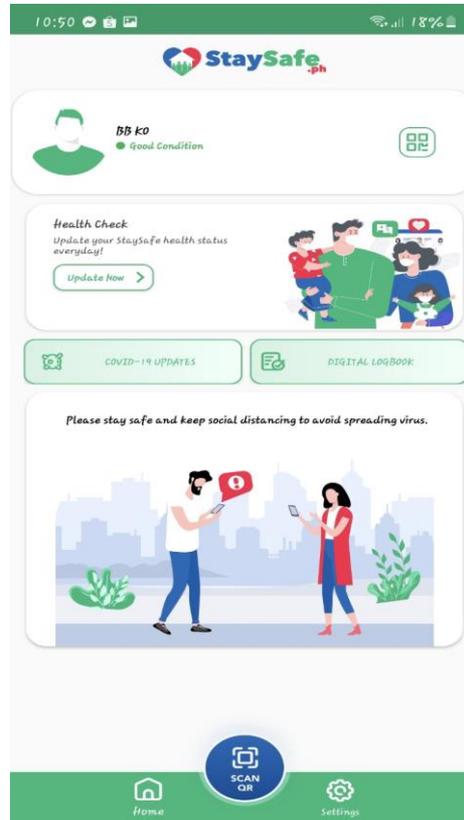


# Creation of Visitors QR ID

- 1) Open StaySafe app, tap QR icon “” then tap “CREATE QR ID INFORMATION”
- 2) Read Terms of Use of Electronic Logbook and Privacy Notice then tap “ACCEPT”
- 3) Enter your Personal Information for the QR ID then tap “NEXT”
- 4) Select if you have any current symptoms in the following then tap “NEXT”
- 5) Answer the health checklist then click “SUBMIT”
- 6) You may now use your Visitor’s QR ID



Step 1: Open StaySafe app, tap QR icon “” then tap “CREATE QR ID INFORMATION”





Step 2: Read Terms of Use of Electronic Logbook and Privacy Notice then tap “ACCEPT”

11:38

14%

#### Terms of Use of Electronic Logbook and Privacy Notice

This Terms of Use and Privacy Notice explains what information we collect and process, why we do so, and your rights with regard to your information. We collect your information pursuant to Republic Act No. 11532 (the “Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act”) and in accordance with Republic Act No. 10173 (the “Data Privacy Act”).

We may amend this Terms of Use and Privacy Notice from time to time. When certain changes require your consent, we shall communicate the changes to you and ask for your consent. Otherwise, changes take effect immediately upon posting.

By using the Electronic Logbook, you voluntarily consent to the collection and processing of your personal information.

#### What information we collect

When using the Electronic Logbook, we collect the following information:

1. Name
2. Age
3. Gender
4. Residence
5. Company Name
6. Company Address
7. Photo

#### Why we collect your information

We collect your information for record keeping purpose only, to keep track of the people coming in and out of the premises and for a quick, efficient and reliable contact tracing.

#### How we use, share, and retain your information

The information we collect will be stored in a secured database repository which will be used for record keeping purpose and contact tracing only.

We will only use your information for a limited time. We will keep your information for a period of 1 month, after which these are securely deleted unless retention is required by law.

Should you wish to have your Personal Information deleted and destroyed or you wish to withdraw your consent in the processing of your personal information, you may do so by contacting us.

#### Your Rights as a Data Subject

1. Right to be informed
2. Right to access
3. Right to object
4. Right to erasure of blocking
5. Right to rectify
6. Right to data portability

ACCEPT

DECLINE



Step 3: Enter your Personal Information for the QR ID then tap “NEXT”

11:38 14%

< StaySafe.ph

Visitor's Log Book

All visitor's shall accomplish the visitor's checklist:

Personal Information

(Optional)

Name

Email Address (Optional)

Age Gender

Address

Company Name (Optional)

NEXT



Step 4: Select if you have any current symptoms in the following then tap “NEXT”

11:39 14%

< **StaySafe**.ph

BB's Symptoms Checklist

ARE YOU EXPERIENCING:  
Most Common Symptoms

- Fever**  
Lagnat
- Dry Cough**  
Tugong ubo
- Sore Throat**  
Nanamagang lalamunan
- Shortness of Breath**  
Hirap sa paghinga
- Loss of Smell and Taste**  
Pagkawala ng pang-amoy at panglasa

Some Patients may also have:

- Fatigue**  
Pagkapagod
- Aches and Pains**  
Pananakit ng katawan
- Runny Nose**  
Sipon
- Diarrhea**  
Pagdulumi

BACK NEXT



Step 5: Answer the health checklist then click “SUBMIT”

11:39 14%

**StaySafe**.ph

**Visitor's Log Book**

All visitor's shall accomplish the visitor's checklist:

To comply with the rules and guidelines mandated by DOLE, establishment visitors must accomplish a visitor's Health Checklist.

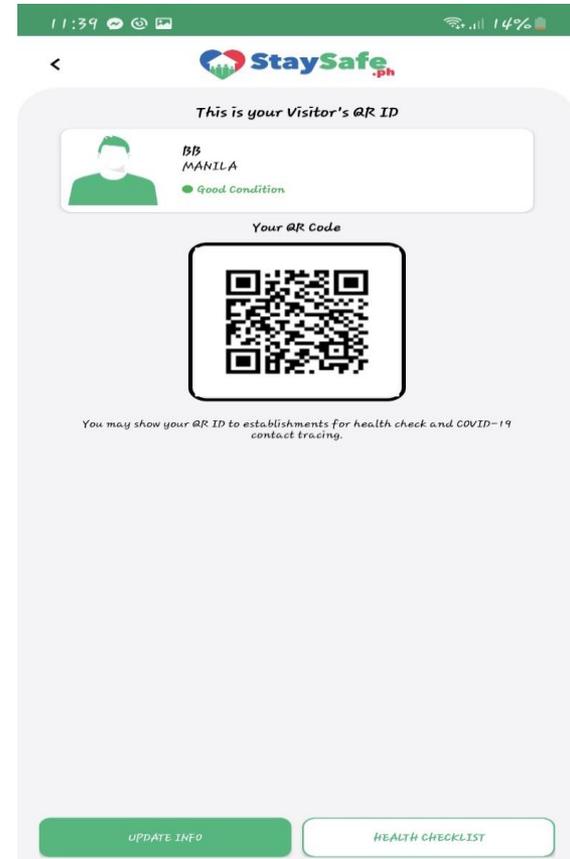
**Health Checklist**

- Have you worked together or stayed in the same close environment of a confirmed COVID-19 case?**  
*May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?*
- Have you had any contact with anyone with fever, cough, colds and sore throat in the past 2 weeks?**  
*Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) linggo?*
- Have you travelled outside of the Philippines in the last 14 days?**  
*Ikaw ba ay nagbahahe sa labas ng Pilipinas sa nakalipas na 14 na araw?*
- Have you travelled to any area in MRPA side from your home?**

BACK SUBMIT



Step 6: You may now use your Visitor's QR ID





# Additional Features of StaySafe.ph (Covid19 Updates)

Open StaySafe PH App,  
tap “COVID-19 UPDATES”,  
you may now see real-time  
updates Worldwide

