

## MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

To.

Governors
Regent/Mayors
throughout Indonesia

# CIRCULAR LETTER NUMBER 12 OF 2020 REGARDING

# RECOVERY OF TRADE ACTIVITIES CONDUCTED DURING THE PERIOD OF THE CORONA VIRUS DISEASE 2019 (COVID-19) PANDEMIC AND THE NEW NORMAL

## A. Background

Taking into consideration the instruction of the President of the Republic of Indonesia in connection with the Large Scale Social Restrictions (*Pembatasan Sosial Berskala Besar*, "*PSBB*") in Handling Covid-19 along with maintaining the availability and smoothness of the distribution of goods and services for the needs of the society, it is necessary to implement the Recovery of Trade Activities Conducted During the Corona Virus Disease 2019 Pandemic (Covid-19) and the New Normal.

#### B. Legal Basis

- 1. Law Number 4 of 1984 regarding Outbreak of Communicable Diseases;
- 2. Law Number 24 of 2007 regarding Disaster Management;
- 3. Law Number 7 of 2014 regarding Trade;
- 4. Law Number 6 of 2018 regarding Health Quarantine;
- 5. Government Regulation Number 21 of 2008 regarding the Implementation of Disaster Management;



- Government Regulation Number 21 of 2010 regarding Large-Scale Social Restrictions to Accelerate the Handling of Corona Virus Disease 2019 (COVID-19);
- Presidential Decree Number 9 of 2020 regarding the amendment of the Presidential Decree Number 7 of 2020 regarding Task Force for the Acceleration of the Handling of COVID-19;
- 8. Presidential Decree Number 11 of 2020 regarding the Stipulation of the Corona Virus Disease 2019 (COVID-19) Public Health Emergency;
- 9. Presidential Decree Number 12 of 2020 regarding the Stipulation Non-Natural Disaster of the Corona Virus Disease 2019 (COVID-19) as a National Disaster;
- 10. Minister of Health Regulation Number 9 of 2020 regarding the Guidelines for Large-Scale Social Restrictions to Accelerate the Handling of the Corona Virus Disease 2019 (COVID-19);

#### C. Objective and Purpose

The purpose of this Circular Letter is to:

- 1. Manage the implementation of trade activities for the purpose of maintaining the availability and smoothness of distribution of goods and services for the needs of society during the non-natural disaster emergency of COVID-19.
- 2. Implement strict health protocols for the organizers of trade activities in order to break the chain of COVID-19 transmission.

#### D. Scope

- 1. Places of Trade Activities which Organize Transaction of Trade for Primary Materials and Important Goods, Foodstuff Needs, Fuel Oil, Gas, and Energy, Health Service Facilities or Other Facilities for the Purpose of Fulfilling Health Services, Tourism Services Facilities, such as:
  - a) Public Markets:



- b) Convenience Stores (Minimarkets, Supermarkets, Hypermarkets, Department Store);
- c) Restaurants/Dining Places/Food Stalls, Cafes;
- d) Medicine Stores/ Pharmacies and Medical Devices;
- e) Malls or Shopping Centers;
- f) Restaurants in Rest Areas;
- g) Salon/Spas, Places for Entertainment/Tourism;
- h) Certain Places for Entertainment such as Zoos, Museums, Art Galleries.
- 2. Operational requirements for places of trade activities, such as:
  - a) Public Markets:

Public Markets which sell staple goods for the society shall implement strict health protocols during operation, among others:

- Ensure all Vendors, Market Managers, and their supporting Organs are Covid-19 negative based on evidence of PCR Test/Rapid Test results which are facilitated by the local Regional Government, while wearing a mask, face shield, and gloves during activities;
- 2) Vendors trading in Public Markets are managed in turns with distance between vendors of a minimum of 1,5 meters;
- Before the market is open at 06.00 until 11.00, initial screening is carried out to ensure that the body temperature of all Vendors, Market Managers, and supporting Organs is below 37,3°C (in accordance with the terms of WHO);
- 4) Prohibit entry of persons with respiratory symptoms such as coughing/flu/difficulty breathing;
- 5) Obligate visitors to wear masks and maintaining distance in queue of 1,5 meters as well as the control of the visitor's body temperature to be under 37,3°C (in accordance with the terms of WHO);

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- 6) In the market area, prepare places for hand washing, soap, and hand sanitizers, as well as maintaining hygiene by conducting disinfectant spray periodically in room/location once every 2 (two) days;
- 7) Maintain the hygiene of location of sale including shacks, hangars, kiosks before and after the trade activities;
- Jointly maintain the hygiene of public facilities such as public toilets, places for garbage disposal, parking spaces, floor/sewer, and places to eat before and after trade activities;
- 9) Implement management of the circulation and time limitation for visits along with a maximum 30% of visitors of the total number of visitors during normal condition by implementing strict control at the entrances or exits which is managed to avoid crowds in accordance with health protocols;
- 10) Manage the time of entrance and exits of trading goods from and to the Public Market by the Supplier; and
- 11) Optimize outdoor space (parking space and so forth) for trading for the purpose of physical distancing and manage distance between vendors within a minimum range of 2 meters.
- b) Convenience Stores (Minimarkets, Supermarkets, Hypermarkets, Department Stores)

Convenience Stores (Minimarkets, Supermarkets, Hypermarkets, Department Stores) shall implement strict health protocols during operation, among others:

 Implement management of the circulation and time limitation for visits along with a maximum 40% of visitors of the total number of visitors during normal condition by implementing strict control at the entrances and exits which

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is managed to prevent the occurrence of crowd in accordance with health protocols;

- Ensure all Store Officers and Managers are Covid-19 negative based on evidence of PCR Test/Rapid Test results carried out by Store Owners/Local Health Service Office and wear masks, face shields, and gloves during activities;
- Before the Store opens, initial screening is carried out to ensure that the body temperature of all Store Officers and Managers are below 37,3°C (in accordance with the terms of WHO);
- 4) Prohibit entry of persons with respiratory symptoms such as coughing/flu/difficulty breathing;
- 5) Obligate visitors to wear masks and maintain distance in queue of 1,5 meters as well as the control of the visitor's body temperature to be under 37,3°C (in accordance with the terms of WHO);
- 6) In the Store area, prepare places for hand washing, soap, and hand sanitizers, as well as maintaining hygiene by conducting disinfectant spray periodically in rooms/locations once every 2 (two) days;
- 7) Sell hygienic goods;

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- 8) Implement limitation of distance when carrying out payment transaction in cashier of 1,5 meters and at most 10 people, prioritizing payments in non-cash/electronic money.
- 9) Optimize outdoor space (parking space and so forth) for trading activities by Small Merchants for the purpose of physical distancing, and manage the distance between vendors within minimum range of 2 meters; and
- 10) Prioritize the order of goods by online and/or long-distance order by delivery service facilities.



c) Restaurants/Dining Places/Food Stalls, Cafes

Restaurants/Dining Place/Food Stalls, Cafes shall implement strict health protocols during operation, among others:

- Implement management of the circulation and time limitation for visits along with a maximum 40% of visitors of the total number of visitors during normal condition by implementing strict control at the entrances and exits which is managed to prevent the occurrence of crowd in accordance with health protocols;
- 2) Ensure all Officers, Managers, and Servers of Restaurants/Dining Places/Food Stalls are Covid-19 negative based on evidence of PCR Test/Rapid Test results carried out by Owners of Restaurants/Dining Places/Food Stalls or Local Health Service and wear masks, face shields, and gloves during activities;
- Before the Restaurants/Dining Places/Food Stalls open, initial screening is carried out to ensure that the body temperature of all Officers, Managers, and Servers of Restaurants/Dining Places/Food are below 37,3°C (in accordance with the terms of WHO);
- 4) Prohibit entry of persons with respiratory symptoms such as coughing/flu/difficulty breathing;
- 5) Obligate visitors to wear masks and maintaining distance in queue of 1,5 meters as well as the control of the visitor's body temperature to be under 37,3°C (in accordance with the terms of WHO);
- 6) Maintain hygiene in location of sale by spraying disinfectant periodically including public facilities such as public toilets, garbage disposal, and parking space;

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- 7) Manage distance of queue between Buyers to 1,5 meters and wear masks;
- 8) Sell foodstuffs that are clean and healthy; and
- 9) Implement limitation of distance when carrying out payment transaction within a range of 1 meter and at most 5 people.
- d) Medicine Stores/Pharmacies and/or Health Facilities

Medicine Stores/Pharmacies and/or Health Facilities shall implement strict health protocols during operation, among others:

- Implement management of the circulation and time limitation for visits along with a maximum 40% of visitors of the total number of visitors during normal condition by implementing strict control at the entrances and exits which is managed to prevent the occurrence of crowd in accordance with health protocols;
- 2) Ensure all Officers and Managers of Medicine Stores/ Pharmacies and/or Health Facilities are Covid-19 negative based on evidence of PCR Test/Rapid Test results carried out by Owners of Medicine Stores/ Pharmacies and/or Health Facilities/Local Health Service and wear masks, face shield, and gloves during activities;
- Before Medicine Stores/ Pharmacies and/or Health Facilities are open, initial screening is carried out to ensure that the body temperature of all Officers, Managers of Medicine Stores/Pharmacies and/or Health Facilities are below 37,3°C (in accordance with the terms of WHO);
- 4) Prohibit entry of persons with respiratory symptoms such as coughing/flu/difficulty breathing;
- 5) In the Store area, prepare place for hand washing, soap, and hand sanitizer, as well as maintaining hygiene by

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conducting disinfectant spray periodically in room/location once every 2 (two) days;

- 6) Maintain hygiene in location of sale by spraying disinfectant periodically including public facilities such as public toilets, garbage disposal, and parking space;
- 7) Obligate Buyers/Consumers to wear masks and maintaining distance in queue of 1,5 meters as well as the control of the visitor's body temperature to be under 37,3°C (in accordance with the terms of WHO);
- 8) Manage distance of queue in cashier to be a minimum of 1 meter and a maximum of 5 people; and
- 9) Arrange placement of seats in the waiting room and distance between medicine counters and consumers to be a minimum of 1 meter.
- Mall or Shopping Centers e)

Mall or Shopping Centers shall implement strict health protocols during operation, among others:

- 1) Implement management of the circulation and time limitation for visits along with a maximum 35% of visitors of the total number of visitors during normal condition by implementing strict control at the entrances and exits which is managed to prevent the occurrence of crowd in accordance with health protocols;
- 2) Obligate vendors to wear masks, face shield and gloves;
- Provide places for hand washing in the entrances of Malls 3) or Shopping Centers;
- Obligate buyers to wear masks and wash hands before 4) entering malls or Shopping Centers;



- 5) Ensure the health and hygiene of vendors and buyers by conducting control of vendors' and buyers' body temperature to be under 37,3°C (in accordance with the terms of WHO);
- 6) Implement limitation of distance between buyers that are coming to restaurants to at least 1,5 meters;
- 7) Implement limitation of distance when carrying out payment transaction within a range of 1,5 meters and at most 5 people;
- 8) Maintain the hygiene of location of sale by spraying disinfectant periodically; and
- 9) Separate the entrances and exits for visitors.
- f) Restaurants in Rest Areas

Restaurants in Rest Area shall implement strict health protocol during operation, among others:

- Implement management of the circulation and time limitation for visits along with a maximum 40% of visitors of the total number of visitors during normal condition by implementing strict control at the entrances and exits which is managed to prevent the occurrence of crowd in accordance with health protocols;
- 2) Ensure all Officers, Managers, and Servers of Restaurants/Dining Places/ Food Stalls are Covid-19 negative based on evidence of PCR Test/Rapid Test results carried out by Owners of Restaurant/Dining Place/ Food Stalls or Local Health Service Office and wear masks and/or face shields, and/or gloves during activities;
- Before the Restaurants/Dining Places/Food Stalls are open, initial screening is carried out to ensure that the body temperature of all Officers, Managers, and Servers of

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Restaurants/Dining Places/ Food Stalls are below 37,3°C (in accordance with the terms of WHO);

- 4) Prohibit entry of persons with respiratory symptoms such as coughing/flu/difficulty breathing;
- 5) Maintain hygiene in location of sale by spraying disinfectant periodically including public facilities such as public toilets, garbage disposals, and parking space;
- Sale of take away orders and permitted dine-in with a maximum of 50% of the total capacity with a 1,5 meter distance of between tables while wearing masks;
- 7) Sell clean and healthy food; and
- 8) Implement limitation of distance when carrying out payment transaction within a range of 1 meter and at most 5 people.
- g) Salon/Spa, Places of Entertainment/Tourism

Salon/Spa, Places of Entertainment/Tourism when operating shall implement strict health protocols.

h) Certain Places of Entertainment such as Zoos, Museums, Art Galleries

Certain Places of Entertainment such as Zoos, Museums, Art Galleries when operating shall implement the number of visitors to a maximum of 50 % of capacity during normal condition and online ticket sales.

## E. Reporting

Organizers of Trade Activities, must periodically report on the implementation of this Circular Letter to the local Head of Covid-19 Task Force with copies to the Service Office in the field of Trade.

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## F. Control, Supervision, and Law Enforcement

- 1. Socialization, control, supervision, and guidance and/or law enforcement is carried out by the Joint Team, from the element of the Regional Government and Association.
- 2. Formation of safeguarding and checking points in each entry-exit access in the place of trade activities.
- 3. Each violation will be acted upon and may be imposed with sanctions in accordance with the provisions of laws and regulations.

#### G. Appendix

Infographic of COVID-19 Handling as attached shall be an inseparable part of this Circular Letter.



#### H. Closing

This Circular Letter is used as a guideline in implementing the monitoring and socializing for implementing trade activities.

This Circular letter is to be carried out in full responsibility.

Stipulated in Jakarta On Jakarta May 28, 2020

Minister of Trade

(Signed and Stamped)

Agus Suparmanto

Copies of this Circular Letter is submitted to:

- 1. Coordinating Minister of the Economy;
- 2. Minister of Home Affairs;
- 3. Minister of Health;
- 4. Head of Task Force for the Acceleration of Handling COVID-19;
- 5. Vice Minister of Trade;
- 6. All Echelon I in the Ministry of Trade;
- 7. General Head of APRINDO;
- 8. General Head of APPSI;
- 9. General Head of ASPARINDO;
- 10. General head of AP3MI;
- 11. General Head of APPBI;
- 12. General Head of HIPPINDO;
- 13. General Head of AP2LI;
- 14. General Head of APLI.

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# Appendix of the Circular Letter of the Minister of Trade Number : 12 of 2020 Dated : May 28, 2020

# **INFOGRAPHIC OF COVID-19 HANDLING**

- A. Infographic of Covid-19 Handling in Public Market
- a) Preparation every morning before the Market is open
  - 1.



Spray public market with disinfectant periodically once every 2 (two) days.

Market managers carry out Covid-19 tests periodically for vendors and officers.



3.

2.



Vendors that are conducting trade activities in Public Markets are managed in turns with distance between vendors of a minimum of 1,5 meters.

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Provide hand sanitizer or hand washing at the market entrance and in every strategic place in the market.

5.



Initial screening shall be conducted to ensure that the body temperature of all Vendors, Market Managers, and their supporting Organs are below 37,3°C and prohibit the entry of persons with respiratory symptoms such as coughing/flu/difficulty breathing.

## b) Operational of Public Market

1.



Visitors shall wash their hands using soap/hand sanitizer provided at the entrances.

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Vendors must use masks, face shields, and gloves.



3.

2.



Visitors must use masks.

4.



Examining body temperature to all visitors who want to enter the market. If a person is found to have body temperature **above 37,3°C** (in accordance with the terms of WHO), such person is not allowed to enter the market.

Visitors who are coughing, having runny nose (any light sickness) are not allowed to enter the market.

5.



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7.



Visitors shall carry out shopping activities in the market by maintaining a minimum distance of 1,5 meters with other visitors.

Manage the time of entry and exit for trading goods from and to the Public Market by the Supplier

- B. Infographic of Covid-19 Handling in Convenience Stores (Minimarkets, Supermarkets, Hypermarkets, Department Stores)
- a) Preparation every morning before the Store is open
  - 1.



Spray Stores with disinfectant periodically.

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Store Managers shall carry out Covid-19 tests periodically for employees

3.

2.



Provide hand sanitizer or hand washing at the Store's entrances

4.



Before the Store opens, initial screening shall be carried out to ensure that the body temperature of all Store Officers and Managers are below 37,3°C and prohibit the entry of persons with respiratory symptoms such as coughing/flu/difficulty breathing;

5.



Optimizing outdoor space (parking space and so forth) for trading activities by Small Merchants for the purpose of physical distancing and manage the distance between vendors within minimum range of 2 meters.

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## b) Operational of Convenience Store

Visitors shall wash their hands with soap/hand sanitizer provided at the entrances.



To enter Convenience Stores, visitors must queue and maintain a distance of 1,5 m - 2 m, following physical distancing requirement.

3.

2.



Employees of Convenience Stores must use masks and/or face shields and/or gloves.

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Visitors of Convenience Stores must use masks.



5.

4.



Examining the number of visitors in the Convenience Store a maximum 40% of the Store's capacity by the officer at the entrances.





Examining body temperature to all visitors who want to enter the Stores. If a person is found to have body temperature **above 37,3°C** (in accordance with the terms of WHO), such person is not allowed to enter the Store.

7.



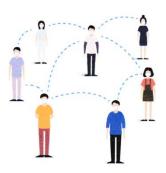
Visitors who are coughing, having runny nose (any light sickness) are not allowed to enter the Store.

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8.



Visitors shall carry out shopping activities in Stores by maintaining a minimum distance of 1,5 meters with other visitors.

9.



Visitors shall pay at the cashier with a minimum distance limit of 1,5 meters and a maximum of 10 people in each queue. Payment is prioritized for non-cash/electronic money.

10.



When visitors exit the Stores, officers shall update the number of visitors through a system that has been prepared.

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11.



Prioritizing the order of goods by online and/or long-distance order by delivery service facilities.

- C. Infographic of Covid-19 Handling in Restaurants/Dining Places/Food Stalls, Cafes
- a) Preparation every morning before the Restaurants/Dining Places/Food Stalls, Cafes are open



Spray Restaurants/Dining Places/Food Stalls, Cafes periodically with disinfectant.



1.



Restaurants/Dining Places/Food Stalls, Cafes Managers shall carry out Covid-19 tests periodically for employees

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3.

4.

1.



Provide hand sanitizers or hand washing at the entrances of Restaurants/Dining Places/Food Stalls, Cafes



Initial screening shall be carried out to ensure that the body temperature of all Officers, Managers, and Servers of Restaurants/Dining Places/Food Stalls, Cafes are below 37.3°C (in accordance with the terms of WHO) and prohibit the entry of persons with respiratory symptoms such as coughing/flu/difficulty breathing;

b) Operational of Restaurants/Dining Places/Food Stalls, Cafes



Visitors shall wash their hands with soap/hand sanitizer provided at the entrances.

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To enter Restaurants/Dining Places/Food Stalls, Cafes, buyers must queue by keeping a distance of 1.5 m, following the physical distancing requirements.

Employees of Restaurants/Dining Places/Food Stalls, Cafes must use masks, face shields, and gloves.

4.

3.



Visitors of Restaurants/Dining Places/Food Stalls, Cafes must use masks.

5.



Examining the number of visitors in Restaurants/Dining Places/Food Stalls, Cafes to a maximum of 40% of the capacity by an officer at the entrance.

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7.



Examining body temperature to every buyer who wants to enter Restaurants/Dining Places/Food Stalls, Cafes. If a person is found to have body temperature **above 37,3°C** (in accordance with the terms of WHO), such person is not allowed to enter.

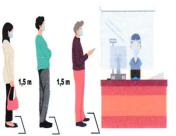
Visitors who are coughing, having runny nose (any light sickness) are not allowed to enter.

8.



Only serve delivery or take away orders with a Buyer's queue distance of 1.5 meters and wearing masks.

9.



Implement distance limitation when making payment transactions at cashiers in the range of 1 meter and at most 5 people.

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When visitors leave Restaurants/Dining Places/Food Stalls, Cafes, the officer shall update the number of visitors through the system that has been prepared.

- D. Infographic of Covid-19 Handling in Medicine Stores/ Pharmacies and/or Medical Devices
- a) Preparation every morning before the Medicine Stores/ Pharmacies and/or Medical Devices are open



Spray Medicine Stores/Pharmacies and/or Medical Devices with disinfectant periodically

2.

1.



Medicine Stores/Pharmacies and/or Medical Devices Owners shall carry out Covid-19 tests for employees periodically

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3.



Provide hand sanitizer or hand washing at the Stores' entrance

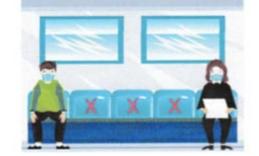




Initial screening shall be carried out to ensure that the body temperature of all employees of Medicine Stores/ Pharmacies and/or Health Facilities are below 37,3°C (in accordance with the terms of WHO) and prohibit the entry of people with respiratory syndrome such as coughing/flu/shortness of breath;

5.

4.



Arrange placement of seats in the waiting room and distance between medicine counters and consumers to be a minimum of 1 meter.

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#### b) Operational of Medicine Stores/Pharmacy and Medical Devices



Visitors must wash their hands with soap/hand sanitizer provided at the entrances.



To enter Medicine Stores/Pharmacies and/or Medical Devices must queue by maintaining a distance of 1.5 m, following the physical distancing requirements.

3.

2.



Employees of Medicine Stores/Pharmacies and/or Medical Devices must use masks, face shields, and gloves.

4.



Visitors of Medicine Stores/Pharmacies and/or Medical Devices must use masks.

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Examining the number of visitors in Stores/Pharmacies and/or Medicine Medical Devices to a maximum of 40% from the capacity by the officer at the entrance.

6.



Examining body temperature to every visitors who wants to enter Medicine Stores/Pharmacies and/or Medical Devices. If a person is found to have body temperature above 37,3°C (in accordance with the terms of WHO), such person is not allowed to enter the Store.

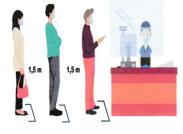
Visitors who are coughing, having runny nose (any light sickness) are not allowed to enter.

7.



Implementing distance limitation when making payment transactions cashiers in the range of 1 meter and at most 5 people.

8.



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at



9.



When visitors leave Medicine Stores/Pharmacies and/or Medical Devices, the officer shall update the number of visitors through the system that has been prepared.

E. Infographic of Covid-19 Handling in Malls or Shopping Centers

## a) Preparation for opening Malls or Shopping Centers



Spraying Malls or Shopping Centers with disinfectant periodically.

2.

1.



Carrying out Covid-19 tests to vendors and employees of Malls and Shopping Centers periodically

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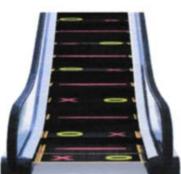
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Reducing the capacity of elevators, and implementing physical distancing between elevator users by providing a sign of where elevator users should stand.

4.



Reducing the capacity of escalators and implementing physical distancing between escalator users by providing a sign of where escalator users should stand.

5.



Arranging seats for queues of buyers in food courts, restaurants, and cafes by implementing physical distancing.

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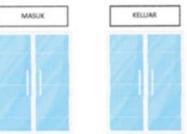




Providing hand sanitizers or hand washing at the entrance of Malls and at every strategic place in Malls or Shopping Centers, including providing hand sanitizers inside elevators.

Separate the entrances and exits of Malls or Shopping Centers

7.



8.



Prepare a system that will be used by the officer at the entrances and exits to count the number of visitors that are inside the Malls or Shopping Centers in real time.



#### b) Operational of Malls or Shopping Centers



Visitors shall wash hands with soap/hand sanitizer provided at the entrances.



To enter Malls or shopping centers, visitors must queue by keeping a distance of 1.5 m - 2 m, following physical distancing requirements.

3.



Vendors and employees of malls must use masks and/or face shields and/or gloves.

4.



Visitors must use masks.

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5.



6.



7.



Examining the number of visitors in Malls or Shopping Centers to a maximum of 35% of the mall capacity by officers at the entrance.

Every visitor, vendor and employee of Malls or Shopping Centers who wants to enter Malls or Shopping Centers must have their body temperature checked. If a person is found to have body temperature **above 37,3°C** (in accordance with the terms of WHO), such person is not allowed to enter the Mall or Shopping Center.

Visitors who are coughing, having runny nose (any light sickness) are not allowed to enter Malls or Shopping Centers.

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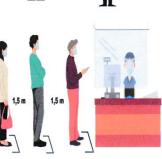


8.



Visitors shall carry out shopping activities in Malls or Shopping Centers and maintain physical distance of 1.5 meters with other visitors.

9.



Visitors shall pay at the cashier with a minimum distance limit of 1.5 meters with a maximum of 5 people in each queue.

10.



When visitors use elevators, it is mandatory to stand at the sign provided. If all standing signs inside the elevator have been used, visitors must line up outside the elevator by maintaining a distance of 1.5 m - 2 m. Elevator users are advised to use the hand sanitizer after pressing the elevator button.

11.



When visitors use escalators, it is mandatory to stand on the sign provided. In using the escalator, visitors must line in front of the escalator by maintaining a distance of 1.5 m - 2 m. Escalator users are recommended to use a hand sanitizer after holding the escalator handle.

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12.



When visitors leave the Mall or Shopping Centers, officers shall update the number of visitors through the system that has been prepared.

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