

**GOVERNOR OF THE SPECIAL CAPITAL REGION
OF JAKARTA**

**INSTRUCTION OF THE GOVERNOR OF THE SPECIAL CAPITAL REGION OF
JAKARTA**

NUMBER 64 OF 2020

REGARDING

**THE CONTROL OF PUBLIC ACTIVITIES IN PREVENTING COVID-19 IN 2020
CHRISTMAS AND 2021 NEW YEAR HOLIDAYS**

GOVERNOR OF THE SPECIAL CAPITAL REGION OF JAKARTA,

In order to control public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays, hereby instructs:

- To
1. Regional Secretary of DKI Jakarta Province
 2. Assistant for Governance of the Regional Secretary of DKI Jakarta Province
 3. Assistant for People's Welfare of the Regional Secretary of DKI Jakarta Province
 4. Assistant for Economy and Finance of the Regional Secretary of DKI Jakarta Province
 5. The Mayors of DKI Jakarta Province
 6. Regent of Kepulauan Seribu, DKI Jakarta Province
 7. The Head of the Regional Personnel Agency of DKI Jakarta Province
 8. The Head of Regional Owned Enterprise Development Agency of DKI Jakarta Province
 9. The Head of the National Unity and Political Agency of DKI Jakarta Province
 10. Chief Executive of the Disaster Management Agency of DKI Jakarta Province
 11. The Head of Fire and Rescue Service Office of the DKI Jakarta Province
 12. The Head of Communication, Informatics and Statistics Service Office of the DKI Jakarta Province

13. The Head of Manpower, Transmigration and Energy Service Office of DKI Jakarta Province
14. The Head of Tourism and Creative Economy Service Office of DKI Jakarta Province
15. The Head of Industry, Trade, Cooperative, Small and Medium Enterprises Service Office of DKI Jakarta Province
16. The Head of Transportation Service Office of DKI Jakarta Province
17. The Head of Health Service Office of DKI Jakarta Province
18. The Head of Fire and Rescue Service Office of the DKI Jakarta Province
19. The Head of Civil Service Police Unit of DKI Jakarta Province
20. The Head of Governance Bureau of the Regional Secretariat of DKI Jakarta Province
21. The Head of Education and Spiritual Mental Bureau of the Regional Secretariat of DKI Jakarta Province
22. The Head of Social Welfare Bureau of the Regional Secretariat of DKI Jakarta Province
23. The Head of Economy and Finance Bureau of the Regional Secretariat of DKI Jakarta Province
24. The Heads of Districts of DKI Jakarta Province
25. The Heads of Sub-Districts of DKI Jakarta Province

To:

FIRST : To control public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays from December 18, 2020, to January 8, 2021, with each of the following tasks:

1. Regional Secretary
 - a. coordinate and inform the relevant Regional Apparatus to carry out control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays; and
 - b. monitor and evaluate the results of the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays to the Governor of DKI Jakarta.
2. Regional Secretary Government Assistant

- a. coordinate the Heads of Regional Apparatus under their coordination to support the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays; and
 - b. coordinate the Heads of Regional Apparatus under their coordination to inform about behavior changes to the public during this pandemic while adhering to health protocols.
3. The Regional Secretary People's Welfare Assistant coordinates the Heads of Regional Apparatus under its coordination to support the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays.
 4. The Regional Secretary Economy and Finance Assistant coordinates the Heads of Regional Apparatus under its coordination to support the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays.
 5. Mayors and Regents
 - a. monitor the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays in their respective regions;
 - b. coordinate the Heads of the District Level Covid-19 Handling Task Force and the Heads of the Subdistrict Level COVID-19 Handling Task Force to support the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays; and
 - c. coordinate the Heads of COVID-19 Handling Task Force at the District and Subdistrict level to inform and socialize to the public to adhere to health protocols such as wearing masks, maintaining a safe distance and washing hands during the 2020 Christmas and 2021 New Year holidays.

6. Head of Regional Civil Servant Agency
 - a. prepares provisions regarding the work system for State Civil Servants within the DKI Jakarta Provincial Government by implementing the capacity limit for the maximum number of people to be 50% (fifty percent) who work in the office/workplace at the same time during the 2020 Christmas and 2021 New Year holidays; and
 - b. ensures that civil servants and non-civil servants do not travel out of town and postpone the implementation of annual leave in order to support the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays.
7. The Head of the Regional-Owned Enterprise Development Agency coordinates arrangements regarding the Regional-Owned Enterprise Employees work system by implementing a capacity limit for a maximum number of people of 50% (fifty percent) working in the office/workplace at the same time and arranging the implementation of postponement of leave and not traveling out of town in order to support the implementation of the control of public activities in preventing of COVID-19 during the 2020 Christmas and 2021 New Year holidays.
8. The Head of the National Unity and Political Agency carries out early detection in the implementation of the control of public activities in preventing COVID-19 during the Christmas 2020 and New Year 2021 holidays in the DKI Jakarta Province.
9. Chief Executive of Regional Disaster Mitigation Agency
 - a. assists the Regional Secretary in coordinating and informing the relevant Regional Apparatus to carry out the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays;
 - b. assists the Regional Secretary in monitoring and evaluating the results of the implementation of the control of public activities

during the 2020 Christmas and 2021 New Year holidays to the Governor of DKI Jakarta Province;

- c. ensures the readiness of Controlled Isolation Locations which have been determined in maximum capacity;
- d. ensures that the needs of Regional Apparatus/Work Units in Regional Apparatus are fulfilled to carry out the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays;
- e. coordinates with the National Disaster Management Agency of the Republic of Indonesia regarding the latest information on COVID-19 management and implementation of the control of public activity in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays; and
- f. assists the Regional Secretary in making reports to the Governor of DKI Jakarta and the Head of the National Disaster Management Agency of the Republic of Indonesia regarding the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays.

10. The Head of Fire and Rescue Service Office

- a. ensures the safety and preparedness of officers in DKI Jakarta Province, especially in fire-prone areas during the 2020 Christmas and 2021 New Year holidays; and
- b. sprays disinfectant and sterilization in offices, tourist attractions, public facilities and the DKI Jakarta Province territory during the 2020 Christmas and 2021 New Year holidays.

11. The Head of the Communication, Informatics and Statistics Service Office disseminates information through communication and electronic media regarding the Governor's Order on the Control of

Public Activities in the Prevention of COVID-19 in 2020 Christmas and the 2021 New Year Holidays.

12. The Head of the Manpower, Transmigration and Energy Service Office shall establish a health protocol in the office/workplace (offices) during the 2020 Christmas and 2021 New Year holidays with the following requirements:
 - a. impose limits on office operating hours up to 19.00 WIB, except for those who carry out public service and emergency functions; and
 - b. apply a capacity limit for a maximum number of people who work in the office/workplace at the same time to be 50% (fifty percent).

13. The Head of the Tourism and Creative Economy Service Office establishes health protocols for business actors, managers, organizers, or persons in charge of food stalls, diners, cafes, restaurants, cinemas and tourist places/areas during the 2020 Christmas and 2021 New Year holidays with the following requirements:
 - a. impose limits on office operating hours until 21.00 WIB;
 - b. especially on December 24, 2020 until December 27, 2020 and December 31, 2020 until January 3, 2021 the operational hour limit shall be no later than 19.00 WIB, specifically for cinemas the latest show schedule shall be at 19.00 WIB; and
 - c. limit the number of visitors at 50% (fifty percent) of the total capacity.

14. The Head of Industry, Trade, Cooperative, Small and Medium Enterprises Service Office establishes health protocols for business actors, managers, organizers or persons in charge in industrial places and shopping centers/malls during the 2020 Christmas and 2021 New Year holidays with the following requirements:

- a. impose limits on operational hours until 21.00 WIB;
- b. especially on December 24, 2020 until December 27, 2020 and December 31, 2020 until January 3, 2021 the operational hour limit shall be no later than 19.00 WIB; and
- c. limit the number of visitors at 50% (fifty percent) of the total capacity.

15. The Head of Transportation Service Office

- a. stipulates health protocols for business actors, managers, organizers, or persons in charge of modes of public transportation under the purview of regional authority with the following requirements:
 - 1) stipulation of operational hours until 20.00 WIB; and
 - 2) perform examination of Statement Letter on the result of antigen rapid test towards transportation users.
- b. conduct coordination with the Ministry of Transportation of the Republic of Indonesia in the implementation of monitoring of every person who travels into Jakarta.

16. The Head of Health Service Office prepares for the increase of ICU Bedding Capacity and Isolation Rooms and ensures the availability of the required health equipment and human resources effectively.

17. The Head of Civil Service Police Unit

- a. conduct coordination with the Indonesian National Armed Forces (TNI)/Indonesian National Police (POLRI) in relation to the implementation of the control of public activities in preventing the COVID-19 during the 2020 Christmas and 2021 New Year holidays in the efforts to enforce the health protocols in the region of DKI Jakarta Province;

- b. conduct enforcement in the event of any violation of the health protocols for the prevention of the COVID-19 by involving the related Regional Apparatus, and Police and/or TNI elements in accordance with the provisions of laws and regulations; and
 - c. stipulate health protocols in public areas and other places that can cause crowds of people containing the provisions regarding limitation of activities of at most 5 (people) during the 2020 Christmas and 2021 New Year holidays.
18. The Head of Governance Bureau of the Regional Secretariat coordinates the implementation of the control of public activities in preventing the COVID-19 during the 2020 Christmas and 2021 New Year holidays carried out by the Mayors/Regents, Head of District and Head of Sub-District.
19. The Head of Education and Spiritual Mental Bureau of the Regional Secretariat conducts coordination with the Head of the relevant Religious Groups in relation the organization of the 2020 Christmas and 2021 New Year during the implementation of the control of public activities in welcoming the 2020 Christmas and 2021 New Year and ensures the due delivery of the Circular Letter of the Minister of Religious Affairs Number SE. 23 of 2020 regarding the Guidelines on the Organization of Religious Activities and Christmas Celebration in the COVID-19 Pandemic to the Management of Houses of Worship.
20. The Head of Social Welfare Bureau of the Regional Secretariat coordinates the implementation of the control of public activities in preventing the COVID-19 during the 2020 Christmas and 2021 New Year holidays to the Regional Apparatus/Work Units in the Regional Apparatus under their coordination.
21. The Head of Economy and Financial Bureau of the Regional Secretariat coordinates the implementation of the control of public activities in preventing the COVID-19 during the 2020 Christmas and 2021 New Year holidays to the Regional Apparatus/Work Units in the Regional Apparatus under their coordination.
22. The Heads of Districts

- a. coordinate with the Head of COVID-19 Handling Work Units at Sub-District level to support the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays;
- b. coordinate with the Head of COVID-19 Handling Work Units at Sub-District level to inform and socialize the public to remain compliant with the Health protocols such as wearing masks, washing hands and keeping a safe distance during the 2020 Christmas and 2021 New Year holidays;
- c. monitor the implementation of the control of public activities during the 2020 Christmas and 2021 New Year holidays in the District Region; and
- d. support the Mayors and Regents in implementing this Governor Instruction.

23. The Heads of Sub-Districts

- a. coordinate with the Head of COVID-19 Handling Work Units at Community Unit (*Rukun Warga*) level and Neighborhood Unit (*Rukun Tetangga*) level to support the implementation of the control of public activities in preventing COVID-19 during the 2020 Christmas and 2021 New Year holidays;
- b. coordinate with the Head of COVID-19 Handling Work Units at Community Unit (*Rukun Warga*) level and Neighborhood Unit (*Rukun Tetangga*) level to inform and socialize the public to remain compliant with the Health protocols such as wearing masks, washing hands and keeping a safe distance during the 2020 Christmas and 2021 New Year holidays;
- c. monitor the implementation of the control of public activities during the 2020 Christmas and 2021 New Year holidays in the Sub-District Region; and

- d. support the Heads of Districts in implementing this Governor Instruction.

SECOND : To report the result of the implementation of the Governor Instruction to the Governor through Regional Secretary.

THIRD : The costs incurred for the implementation of this Governor Instruction shall be imposed to the Regional Revenue and Expenditure Budget through the Budget Implementation Document of each Regional Apparatus Work Unit /Work Unit in Regional Apparatus.

This Governor Instruction shall be effective on the date of its stipulation.

Stipulated in Jakarta

on December 16, 2020

GOVERNOR OF THE SPECIAL CAPITAL REGION
OF JAKARTA

(Signed and stamped)

ANIES BASWEDAN, Ph. D.

Copies to:

1. Head of Regional People's Representatives of DKI Jakarta Province
2. Vice Governor of DKI Jakarta
3. Governor's Deputies of DKI Jakarta Province
4. Regional Secretariat Assistants of DKI Jakarta Province