

DECREE OF THE HEAD OF MANPOWER, TRANSMIGRATION AND ENERGY SERVICE
OFFICE

OF THE SPECIAL REGION OF JAKARTA

NUMBER 24 OF 2021

REGARDING

PROTOCOL FOR THE PREVENTION AND CONTROL OF COVID-19 IN WORKPLACES /
OFFICES OF PRIVATE-OWNED, STATE-OWNED ENTERPRISES OR REGIONAL
OWNED ENTERPRISES

THE HEAD OF MANPOWER, TRANSMIGRATION AND ENERGY SERVICE OFFICE OF
THE SPECIAL CAPITAL REGION OF JAKARTA PROVINCE

WITH THE GRACE OF GOD ALMIGHTY

- Considering :
- a. whereas based on the Governor of the Special Capital Region of Jakarta Decree Number 19 of 2021, the Enforcement, Period and Out-of-Home Activities Restrictions Large-Scale Social Restrictions has been stipulated;
 - b. whereas to implement the provisions of Article 11 and 12 of the Governor of the Special Capital Region of Jakarta Regulation Number 3 of 2021 regarding the Implementing Regulation of Regional Regulation Number 2 of 2020, a protocol for the prevention and control of Covid-19 is required in workplaces/offices of Private-Owned, State-Owned Enterprises or Regional Owned Enterprises;
 - c. whereas based on the considerations mentioned in letter a and letter b, it is necessary to stipulate a Decree of the Head of Manpower, Transmigration and Energy Service Office of the Special Capital Region of Jakarta regarding the Protocol for the Prevention and Control of Covid-19 in workplaces/private-owned offices, state-owned enterprises or regional-owned enterprises.

- Bearing in Mind :
1. Law Number 3 of 1951 regarding Statement of the enactment of the Labor Inspection Law of 1948 1948 NR 23 From the Republic of Indonesia Throughout Indonesia;
 2. Law Number 1 of 1970 regarding Work Safety;

3. Law Number 13 of 2003 regarding Manpower;
4. Law Number 11 of 2020 regarding Job Creation;
5. Law Number 29 of 2007 regarding the Special Capital City Region of Jakarta Provincial Government as the Capital City of the Unitary State of the Republic of Indonesia;
6. Law Number 23 of 2014 regarding Regional Government;
7. Regulation of the Minister of Health Number 9 of 2020 regarding Guidelines for Large-Scale Social Restrictions to Accelerate the Handling of the *Corona Virus Disease 2019* (COVID-19);
8. Regulation of the Minister of Manpower and Transmigration RI Number .Per.04/Men/1987 regarding Occupational Safety and Health Advisory Committee and Procedures for Appointment of Occupational Safety and Health Experts;
9. Regional Regulation Number 6 of 2004 regarding Manpower;
10. Regional Regulation Number 2 of 2020 regarding Prevention of *Corona Virus Disease 2019*;
11. Governor of the Special Capital Region of Jakarta Regulation Number 3 of 2021 regarding Implementation Regulation of Regional Regulation Number 2 of 2020 regarding the Management of the Corona Virus Disease 2019;
12. Governor of the Special Capital Region of Jakarta Decree Number 19 of 2021 regarding the Enforcement, Period and Out-of-Home Activities Restrictions Large-Scale Social Restrictions;

HAS DECIDED :

To Stipulate : Decree of The Head of Manpower, Transmigration and Energy Service Office regarding Protocol for the Prevention and Control of Covid-19 in Workplaces/ Offices of Private-Owned, State-Owned Enterprises or Regional Owned Enterprises.

- FIRST** : The implementation of work activities in Workplaces/ Offices of Private-Owned, State-Owned Enterprises or Regional-Owned Enterprises is carried out by regulating the working from home/residence mechanism for all employees or applying a capacity limit for the number of people of a maximum of 25% (twenty-five percent) in the workplace at the same time if the working from home/residence mechanism cannot be implemented.
- SECOND** : There are exceptions from the implementation of work activities as referred to in the FIRST DICTUM which applies to Workplaces/ Offices of Private-Owned, State-Owned Enterprises, or Regional-Owned Enterprises with the category of business actors engaging in the sector of:
- 1) Health;
 - 2) Energy;
 - 3) Communication and Information Technology;
 - 4) Finance;
 - 5) Logistic;
 - 6) Hospitality;
 - 7) Industry;
 - 8) Basic Services, Public Utilities and National Vital Objects;
 - 9) Construction.
- THIRD** : The Protocol for the Prevention and Control of Covid-19 in Workplaces/ Offices of Private-Owned, State-Owned Enterprises, or Regional-Owned Enterprises is implemented in the following manner:
- a. the head of the company shall issue a Decree Letter on the formation of the Covid-19 Handling Team consisting of the head of the company, personnel, Occupational Safety and Health (*Keselamatan dan Kesehatan Kerja* or K3) Officers, Medical Personnel of work health services/company polyclinics, and security officers;
 - b. the Covid-19 handling team as referred to in letter a, shall report via the bit.ly/covid19perusahaan link to the Manpower, Transmigration and Energy Service Office of the DKI Jakarta Province if there are workers confirmed of Covid-19;
 - c. limit the capacity of the number of people who are at the workplace to a maximum of 25% (twenty-five percent) at the same time for companies that are not included in the category as referred to in the SECOND DICTUM;

- d. regulate operating hours and number of people capacity for companies that are included in the exempted category as referred to in the SECOND DICTUM;
- e. oblige the use of masks in the workplace and provide written information in the form of posters or banners;
- f. use other personal protective equipment (gloves and/or face shield) in accordance with the applicable requirements and regulations;
- g. create a guest/visitor data collection system in the company which shall at least consists of the visitor's name, the Identification Number (*Nomor Induk Kependudukan* or NIK), mobile phone number, time (hours of arrival and leaving the company) via online or by utilizing the Jejak@JAKI mobile phone application, and must submit such guest/visitor data to the Manpower, Transmigration and Energy Service Office if requested;
- h. conduct cleaning on equipment that is often used together with disinfectant liquid every day, and periodically spraying room disinfectants every month;
- i. take body temperature measurements (screening) before entering the workplace;
- j. provide a separate area/room for the observation of workers, guests/visitors who are found with symptoms during screening;
- k. provide hand sanitizers on every floor, lift area and attendance machine;
- l. provide handwashing facilities with running water and soap in every entrance/exit area of the office/workplace;
- m. not conduct Termination of Employment and continue to provide rights that are generally received by workers who are conducting independent isolation;
- n. carry out periodical health checks for all workers to ensure that workers are not infected with Covid-19 and require guests/visitors to fill out a Self-Assessment Form;

- o. provide health protection for workers exposed to Covid-19;
- p. limiting physical interactions with a distance of at least 1 (one) meter in every work activity (physical distancing);
- q. conduct arrangements for the use of worker facilities to prevent crowds (lifts, religious facilities, canteens, rest areas, sports facilities, entertainment facilities, etc.);
- r. maximize the use of technology and/or reverse engineering in implementing work activities and to prevent crowds;
- s. inform and utilize the JAKI application or similar applications in managing Covid-19 to workers;
- t. provide sanctions for workers who do not implement the protocols for the prevention and control of Covid-19 in accordance with the applicable laws and regulations;
- u. encourage workers to use private vehicles, preferably bicycles and walking;
- v. provide supporting facilities for workers who are cycling (parking lots, shower facilities, etc.);
- w. put up the Integrity Pact in an easy-to-read company area;
- x. if a worker is found Covid-19 confirmed, closure of workplace shall be conducted for 3x24 (three times twenty-four) hours and shall disinfects the room thoroughly, and reports to the Manpower, Transmigration and Energy Service Office;
- y. if Covid-19 transmission cluster occurs, the building manager shall close the 1 (one) whole area/office building for 3x24 (three times twenty-four) hours based on a recommendation from the Health Office; and
- z. provide truthful information to the officer conducting the examination.

FOURTH : The Covid-19 Handling Team, as referred to in the letter a of the THIRD DICTUM can be carried out by the Committee of Occupational Safety and Health (*Panitia Pembina Keselamatan dan Kesehatan Kerja* or P2K3).

- FIFTH : Report the implementation of all provisions contained in the THIRD DICTUM of this Decree of the Head of the Manpower, Transmigration and Energy Service Office as mandatory requirements that must be fulfilled by companies in carrying out activities during the Enforcement, Period and Out-of-Home Activities Restrictions Large-Scale Social Restrictions via the bit.ly/psbb2021 link.
- SIXTH : Report via the bit.ly/covid19perusahaan link if a Covid-19 confirmed worker is found.
- SEVENTH : Form an Integrity Pact for the implementation of the protocol for the prevention and control of Covid-19 in workplaces/offices of Private-Owned, State-Owned Enterprises, or Regional-Owned Enterprises as referred to in Appendix II of this Decree.
- EIGHTH : Violation on the implementation of the protocol for the prevention and control of Covid-19 in private offices, BUMN (State-Owned Enterprises), BUMD (Regional-Owned Enterprises), and workplaces as referred to in the THIRD dictum may be subject to sanctions in accordance with the provisions of Article 12 paragraph (2) and (3) of the Governor Regulation Number 3 of 2021 regarding the Implementing Regulation of Regional Regulation Number 2 of 2020.
- NINTH : When this Decree of the Head of the Manpower, Transmigration and Energy Service Office is enacted, the Decree of the Head of Manpower, Transmigration and Energy Service Office Number 2714 regarding Protocols for the Prevention and Control of Covid-19 in Offices of Private-Owned, State-Owned Enterprises, Regional-Owned Enterprises and Workplaces shall be revoked and declared invalid.
- TENTH : This decree shall be effective as of 11-25 January 2021.

Stipulated in Jakarta

on January 8, 2021

THE HEAD OF MANPOWER, TRANSMIGRATION AND ENERGY
SERVICE OFFICE
OF THE DKI JAKARTA PROVINCE

ANDRI YANSYAH

NIP. 197009271991011001

Copied to :

1. Governor of DKI Jakarta Province.
2. Vice Governor of DKI Jakarta Province.
3. Person in charge (Pj.) of the Regional Secretary of DKI Jakarta Province.
4. Assistant for the Regional Secretary of Economy and Finance of the of DKI Jakarta Province.
5. Head of Health Service Office of DKI Jakarta Province.
6. Head of Sub-Service Office for Manpower, Transmigration and Energy Service Office of the Five Administrative Cities of DKI Jakarta and Kepulauan Seribu Administrative District.

APPENDIX I : DECREE OF THE HEAD OF MANPOWER,
TRANSMIGRATION, AND ENERGY
SERVICE OFFICE OF THE DKI JAKARTA
PROVINCE
NUMBER : 24 OF 2021
DATE : 8 JANUARY 2021

CHECKLIST
PROTOCOL FOR THE PREVENTION AND CONTROL OF COVID-19 IN
WORKPLACES/OFFICE OF PRIVATELY-OWNED, STATE-OWNED ENTERPRISES
(BUMN) OR REGIONAL-OWNED ENTERPRISES (BUMD)

I	GENERAL INFORMATION						
1.	Company Name and Address	:					
2.	Business Type	:					
3.	Sector/Sub-sector	:					
4.	Manpower Data	:	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Total Number of Workers</td> <td style="width: 30%; text-align: center;">..... people</td> </tr> <tr> <td>Number WFO Workers During the Enforcement, Duration, and Limitation of Outdoor Activities</td> <td style="text-align: center;">..... people</td> </tr> </table>	Total Number of Workers people	Number WFO Workers During the Enforcement, Duration, and Limitation of Outdoor Activities people
Total Number of Workers people						
Number WFO Workers During the Enforcement, Duration, and Limitation of Outdoor Activities people						
II	PROTOCOL FOR PREVENTION AND CONTROL						
	Implementation of Prevention and Control	Implemented	Not Yet Implemented				
1.	The head of company issuing a Decree on the formation of the COVID-19 Handling Team consisting of the head of company, personnel, Occupational Safety and Health (<i>Keselamatan dan Kesehatan Kerja</i> or K3) Officers, Medical Personnel in work health services/company polyclinics, and security officers.						
2.	The Covid-19 handling team as referred to in letter a above reports via the bit.ly/covid19perusahaan link to the Manpower,						

	Transmigration, and Energy Service Office of the DKI Jakarta Province if a worker who is confirmed with COVID-19 is found.		
3.	Limit capacity of the number of workers in the workplace to a maximum of 25% (twenty-five percent) at the same time for companies that are not included in the category		
4.	Adjust operating hours and the capacity of the number of people for companies that included in the exempted category		
5.	Oblige the use of masks in the workplace and provide written information in the form of posters or banners		
6.	Wear other personal protective equipment (gloves and/or face shields) in accordance with the applicable requirements and provisions.		
7.	Create a guest/visitor data collection system at the company that at least consists of the visitor name, Identification Number (NIK), mobile number, time (hours of arrival and leaving the company), and must submit the visitor data to the Manpower, Transmigration, and Energy Service Office if requested.		
8.	Conduct cleaning of equipment that is often used together with disinfectant liquid every day and periodically spraying room disinfectants every month.		
9.	Take body temperature measurements (screening) before entering the workplace.		
10.	Provide a separate area/room for the observation of workers, guests/visitors who is found with symptoms during screening.		
11.	Provide hand sanitizers on every floor, lift area, and attendance machine.		

12.	Provide handwashing facilities with running water and soap in every entrance/exit area of the office/workplace.		
13.	Not conduct Termination of Employment and continue to provide rights that are generally received by workers who are conducting independent isolation.		
14.	Conduct periodic health checks for all workers to ensure that workers are not infected with Covid-19 and require guests/visitors to fill out a Self-Assessment Form.		
15.	Provide health protection for workers exposed to Covid-19.		
16.	Limit physical interactions with a distance of at least 1 (one) meter in every work activity (physical distancing);		
17.	Arrange the use of worker facilities to prevent crowds (lifts, places of worship, canteens, rest areas, sports facilities, entertainment facilities, etc.)		
18.	Maximize the use of technology and/or reverse engineering in implementing work activities and to prevent crowds.		
19.	To inform and utilize the JAKI application or similar applications in managing Covid-19 to workers.		
20.	Provide sanctions for workers who do not implement protocols for the prevention and control of Covid-19 in accordance with applicable laws and regulations		
21.	Encourage to workers to use private vehicles, preferably bicycles and walking		
22.	Provide supporting facilities for workers who are cycling (parking lots, shower facilities, etc.)		

23.	Put up the Integrity Pact in an easy-to-read company area.		
24.	If a worker is found Covid-19 confirmed, the workplace closes for 3x24 (three times twenty-four) hours, disinfects the room thoroughly, and reports to the Manpower, Transmigration, and Energy Service Office.		
25.	If a Covid-19 transmission cluster occurs, the building manager closes the 1 (one) whole area/office building for 3x24 (three times twenty-four) hours based on a recommendation from the Health Service Office; and		
26.	Provide truthful information to the officer conducting the examination.		

Head of Manpower, Transmigration,
and Energy Service Office of DKI
Jakarta Province

(Signed and stamped)

ANDRI YANSAH
NIP. 197009271991011001

APPENDIX III : DECREE OF THE HEAD OF MANPOWER,
TRANSMIGRATION, AND ENERGY
SERVICE OFFICE OF THE DKI JAKARTA
PROVINCE
NUMBER : 24 OF 2021
DATE : 8 JANUARY 2021

Sanctions Against Violation of the Provisions of Governor Regulation Number 3 Year 2021				
Article 12		Sanctions		
Paragraph 2	Implementation of the imposition of administrative sanctions to business actors, managers, administrators, or person in charge of offices / workplaces of privately-owned, State-Owned Enterprises, or Regional-Owned Enterprises as referred to in paragraph (1) shall be carried out in the following stages:	The 1st (first) violation of the Covid-19 prevention protocol shall be imposed with sanction of written warning.	The 2nd (second) violation of Covid-19 prevention protocol shall be imposed with the temporary suspension of activities for 3 (three) days by placing a seal at the office / workplace entrance.	The 3rd (third) violation of the Covid-19 prevention protocol shall be imposed to administrative fines of a maximum of Rp. 50,000,000.00 (fifty million rupiah)
Paragraph 3	For business actors, managers, administrators, or person in charge of offices/workplace of privately owned, State-Owned Enterprises, or Regional-Owned Enterprises that do not temporarily suspend activities or pay administrative fines as referred to in paragraph (2) letters b and c, then the Investment Service and PTSP Service Office shall impose administrative sanctions in the form of temporary suspension of license or revocation	Temporary Suspension of License or Revocation of Licenses After Obtaining the Recommendation from the Head of the Manpower, Transmigration and Energy Service Office, or authorized Officials		

	of license after obtaining the recommendation from the Head of the Manpower, Transmigration, and Energy Service Office or an authorized official.	
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Head of the Manpower,
Transmigration, and Energy Service
Office of DKI Jakarta Province

(Signed and stamped)

ANDRI YANSAH
NIP. 197009271991011001

APPENDIX IV : DECREE OF THE HEAD OF MANPOWER,
TRANSMIGRATION, AND ENERGY
SERVICE OFFICE OF DKI JAKARTA
PROVINCE
NUMBER : 24 OF 2021
DATE : 8 JANUARY 2021

EXAMPLE OF VISITOR SELF ASSESSMENT FORM

**(FOR SELF ASSESSMENT FORM SHOULD BE CONDUCTED DIGITALLY, EXAMPLE:
THROUGH GOOGLE FORM)**

No.	QUESTION	YES	NO
1.	Have you ever been outside the house / public place (market, health care facilities, crowds of people, etc.)?		
2.	Have you ever used public transportation?		
3.	Have you ever traveled out of town / internationally? (affected area / red zone)		
4.	Do you participate in activities that involve large numbers of people?		
5.	Do you have a history of close contact with a person who has been declared ODP, PDP, or confirmed COVID-19 (shaking hands, talking, being in one room / one house)?		
6.	Have you ever had a fever / cough / runny nose / sore throat / tightness in the last 14 days?		

APPENDIX V : DECREE OF THE HEAD OF MANPOWER,
TRANSMIGRATION, AND ENERGY
SERVICE OFFICE OF DKI JAKARTA
PROVINCE
NUMBER : 24 OF 2021
DATE : 8 JANUARY 2021

EXAMPLE OF VISITOR DATA COLLECTION

**(FOR VISITOR DATA COLLECTION SHOULD BE CONDUCTED DIGITALLY, EXAMPLE:
THROUGH GOOGLE FORM)**

No.	Arrival Time	Leave Time	Full Name	Identification Number	Phone number
1.	07.45	09.00	Anto Sigit	327106145XXXXXXX	080989999xx
2.	08.15	14.00	Stephanie Wulan	327190273XXXXXXX	089412839xx

Note:

1. Identification number shall only be filled with the first 6 (six) digits
2. The validity of the visitor's phone number must be immediately confirmed by the manager of the office / workplace of privately-owned, State-Owned Company, or Regional-Owned Enterprise
3. Visitor data MUST be kept confidential and only submitted if required for contact tracing
4. Each group only need to record one name and the number of the group
5. To inform the visitors of the name and phone number of the manager of the office/workplace of privately-owned, State-Owned Enterprise or Regional Owned Company offices / workplaces.