

**DECREE OF THE HEAD OF MANPOWER, TRANSMIGRATION AND ENERGY
DEPARTMENT OF THE SPECIAL CAPITAL REGION OF JAKARTA**

NUMBER 406 OF 2022

REGARDING

**COVID-19 PREVENTION AND CONTROL PROTOCOL IN PRIVATE
OFFICES/WORKPLACES, STATE-OWNED BUSINESS ENTITIES OR REGIONAL
OWNED BUSINESS ENTITIES IN THE IMPLEMENTATION OF LEVEL 2 CORONA VIRUS
DISEASE 2019 RESTRICTIONS ON PUBLIC ACTIVITIES**

- Considering :
- a. Whereas based on the Decree of the Governor of the Special Capital Region of Jakarta Number 59 of 2022 regarding the Implementation of Level 2 Corona Virus Disease 2019 Restrictions on Public Activities;
 - b. whereas in order to implement the provisions of Articles 11 and 12 of the Regulation of the Governor of the Special Capital Region of Jakarta Number 3 of 2021 regarding Implementing Regulations of Regional Regulation Number 2 of 2020, a Covid-19 prevention and control protocol are required in privately owned offices/workplaces, State-Owned Enterprises or Government Agencies, or Regional Owned Enterprises;
 - c. whereas based on the considerations of letters a and b above, it is necessary to stipulate a Decree of the Head of the Manpower, Transmigration and Energy Office of the DKI Jakarta Province regarding Covid-19 Prevention and Control Protocol in offices/workplaces owned by Private, State-Owned Enterprises or Regional-Owned Enterprises in the Implementation of Level 1 Corona Virus Disease Restrictions on Public Activities.

- In view of :
1. Law Number 3 of 1951 regarding the Declaration of the enactment of the Labor Inspection Act of 1948 NR 23 from the Republic of Indonesia for All of 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 Government of the Special Capital Region of Jakarta as the Capital of the Unitary State of the Republic of Indonesia;
 6. Law Number 23 of 2014 regarding Regional Government;
 7. Law Number 6 of 2016 regarding Health Quarantine;
 8. Regulation of the Minister of Health Number 9 of 2020 regarding Guidelines for Large-Scale Social Restrictions in the Context of Accelerating the Handling of Corona Virus Disease 2019 (COVID-19);
 9. Regulation of the Minister of Manpower and Transmigration of the Republic of Indonesia Number Per.04/Men/1987 regarding the Committee for the Development of Occupational Safety and Health and Procedures for Appointing Occupational Safety and Health Experts;
 10. Decree of the Minister of Health of the Republic of Indonesia Number HK.01.07/MENKES/328/2020 regarding Guidelines for the Prevention and Control of Corona Virus Disease 2019 (COVID-19) in the Workplace, Offices, and Industry in Supporting Business Continuity in a Pandemic Situation;
 11. Instruction of the Minister of Home Affairs Number 05 of 2022 regarding the Implementation of Restrictions on Public Activities at Level 3, Level 2, and Level 1 Corona Virus Disease 2019 in the Java and Bali Regions;
 12. Regional Regulation of the Special Capital Region of Jakarta Number 6 of 2004 regarding Manpower;
 13. Regional Regulation of the Special Capital Region of Jakarta Number 2 of 2020 regarding the Prevention of Corona Virus Disease 2019;
 14. Regulation of the Governor of the Special Capital Region of Jakarta Number 3 of 2021 regarding Implementing Regulations of Regional Regulation Number 2 of 2020 regarding Handling of Corona Virus Disease 2019;

15. Decree of the Governor of the Special Capital Region of Jakarta Number 59 of 2022 regarding the Implementation of Level 2 Corona Virus Disease 2019 Restrictions on Public Activities.

HAS DECIDED:

To Stipulate : DECREE OF THE HEAD OF MANPOWER, TRANSMIGRATION AND ENERGY DEPARTMENT OF THE SPECIAL CAPITAL REGION OF JAKARTA REGARDING THE PROTOCOL FOR PREVENTION AND CONTROL OF COVID-19 IN PRIVATE OFFICES/WORKPLACES, STATE-OWNED BUSINESS AGENCY OR REGIONAL OWNED BUSINESS ENTITIES IN THE IMPLEMENTATION OF CORONA VIRUS DISEASE 2019 RESTRICTIONS ON PUBLIC ACTIVITIES.

FIRST : The implementation of work activities is carried out by implementing more stringent health protocols through regulating operating hours, capacity of the number of people, carrying out periodic Covid-19 testing, and completing vaccinations for all workers for privately-owned offices/workplaces, State-Owned Enterprises or Regional-Owned Enterprises. Areas that include essential sectors, namely:

No	Business Sector	Activity	Requirements
1	Finance and Banking	1. Insurance 2. Bank 3. Pawnshop 4. Futures Exchange 5. Pension Fund 6. Financing Institutions that are oriented to physical customer service	a. Work From Office (WFO) of 75% (seventy five percent) staff for locations related to services to the community, as well as b. Work From Office (WFO) of 50% (fifty percent) staff for office administration services to support operations
2	Capital Market	Oriented to customer service and well-run	Work From Office (WFO) of 75%

		capital market operations	(seventy five percent) staff
3	Information Communication and Technology	<ol style="list-style-type: none"> 1. Cellular Operators 2. Data Center 3. Internet 4. Media related to information dissemination to the public 	
4	Hospitality of Non-Covid-19 Quarantine Handling		<ol style="list-style-type: none"> a. Maximum capacity is 50% (fifty percent) and only visitors to the Green Category in the <i>PeduliLindungi</i> application are allowed to enter b. It is mandatory to use the <i>PeduliLindungi</i> application for screening employees and visitors
5	<p>Export Orientation Industry and its Support</p> <p>With requirements:</p> <ol style="list-style-type: none"> 1. Must have an Operational and Industrial Activity Mobility Permit (<i>Izin Operasional dan Mobilitas Kegiatan Industri</i> or IOMKI) with due observance of technical regulations from the Ministry of Industry; 2. Show proof of sample documents for Export Declaration of Goods (<i>Pemberitahuan Ekspor Barang</i> PEB) for the last 12 (twelve) months or other documents showing export plans; 3. Use the <i>PeduliLindungi</i> application; 4. Make arrangements for entry and exit; and 5. Employees don't eat at the same time. 		<ol style="list-style-type: none"> a. Work From Office (WFO) of 75% (seventy five percent) staff for each shift and only in production facilities / factories b. Work From Office (WFO) of 50% (fifty percent) staff for office administration services to support operations

- SECOND : a. Implementation of work activities with stricter implementation of health protocols through regulation of operating hours, capacity of the number of people, implementation of periodic Covid-19 testing and completion of vaccinations for all workers for privately-owned offices/workplaces, State-Owned Enterprises or Regional-Owned Enterprises that operate including critical sectors, namely:

No.	Business Sector	Requirements
1	Health (including Integrated Healthcare Center or <i>Posyandu</i>)	<p>a. Work From Office (WFO) of 100% (one hundred percent) staff, only on production / construction / service facilities to the community</p> <p>b. Work From Office (WFO) of 50% (fifty percent) staff for office administration services to support operations</p>
2	Security and Order	
3	Disaster Management	
4	Energy	
5	Logistics, Post, Transportation and Distribution especially for the basic needs of the community	
6	Food and Beverage and its supports, including for livestock/pets	
7	Fertilizer and Petrochemical	
8	Cement and Building Materials	
9	National Vital Object	
10	National Strategic Project	
11	Construction (public infrastructure including telecommunications and broadcasting infrastructure)	
12	Basic Utilities (electricity, water and waste management)	
13	Construction Activities for public infrastructure and private construction	

- b. Business actors who are included in the business sector at numbers 4,5,6,7,8,11,12 and 13 are required to use the *PeduliLindungi* application which has been implemented since September 7, 2021 to screen all employees and visitors who enter the production facility / construction / service and office administration areas.
 - c. Business actors who are included in the business sector in number 3 are required to obtain a recommendation from the technical ministry of sector guidance before being able to gain access to use the *PeduliLindungi* application.
- THIRD : The implementation of work activities is carried out by implementing more stringent health protocols through regulation of operating hours, capacity of the number of people, periodic Covid-19 testing and completion of vaccinations for all privately-owned office/workplace workers, State-Owned Enterprises or Regional-Owned Enterprises that are not included in the essential and critical sectors as referred to in the FIRST DICTUM and SECOND DICTUM, shall be enforced with 50% (fifty percent) of Work From Office (WFO) for employees who have been vaccinated and are required to use the *PeduliLindungi* application at entry and exit access doors.
- FOURTH : The Covid-19 Prevention and Control Protocol in Private-Owned Offices/Workplaces, State-Owned Enterprises or Regional-Owned Enterprises is carried out in the following manner:
- a. the company leadership issues a Decree on the formation of a Covid-19 Handling Team consisting of Company Leaders, Personnel Section, Occupational Safety and Health (*Kepegawaian, Petugas Keselamatan dan Kesehatan Kerja* or K3) officers, medical personnel at occupational health services/company polyclinics and safety/security officers;
 - b. the Covid-19 handling team as referred to in letter a above shall report via the company's bit.ly/covid19 link to the DKI Jakarta Provincial Manpower, Transmigration and Energy Office in the event that a confirmed Covid-19 worker is found;
 - c. The company leadership only allows the implementation of Work From Office (WFO) to workers/laborers who have been vaccinated against Covid-19 (at least the first dose of vaccine), except for workers/laborers who are still in the grace period after being

confirmed by Covid-19 with evidence of laboratory results as well as workers/laborers who are contraindicated for Covid-19 vaccination based on the results of a medical examination with evidence of a doctor's certificate;

- d. limiting the capacity of the number of people in the workplace at the same time as implementing more stringent health protocols through setting operating hours, capacity for the number of people, carrying out periodic Covid-19 testing and completing vaccinations for all workers in accordance with the provisions of each sector as referred to in this Decree;
- e. require the use of masks in the workplace, especially the use of masks in 2 (two) layers and provide written information in the form of posters or banners and use other personal protective equipment (gloves and/or face shields) according to the needs and applicable requirements;
- f. create a guest/visitor data collection system for tracing purposes at least through the company's Self-Assessment form or by using the Jejak@JAKI cellular phone application, and must submit the guest/visitor data to the Manpower, Transmigration and Energy Office if requested;
- g. carry out cleaning on equipment that is often used together with disinfectant liquid daily, and conduct spraying room disinfectants regularly every month;
- h. take body temperature measurements (screening) before entering the workplace;
- i. provide a separate area/room for the observation of workers, guests/visitors who are found to have symptoms during screening;
- j. provide hand sanitizer on every floor, lift area and attendance machine;
- k. provide a means of washing hands with running water and soap in every area in and out of the office/workplace;
- l. not to terminate the employment relationship and continue to provide the rights normally accepted by workers who are in self-isolation;
- m. conduct regular health checks for all workers to ensure that workers are not infected with Covid-19;
- n. provide health protection for workers exposed to Covid-19;

- o. the application of health protocols is carried out by considering air ventilation factors, duration, and interaction distance, to minimize the risk of transmission in activities;
- p. make arrangements for the use of worker facilities to prevent crowds (elevators, worship facilities, canteens, rest areas, sports facilities, entertainment facilities, and others);
- q. maximize the use of technology and/or engineering in carrying out work activities and to prevent crowds;
- r. inform and take advantage of the use of the JAKI application or similar applications in handling Covid-19 to workers;
- s. give a warning sanction in the form of a warning letter for workers who do not implement the Covid-19 prevention and control protocol in accordance with the applicable laws and regulations;
- t. encourage workers to use private vehicles, preferably bicycles and walking;
- u. provide supporting facilities for workers who cycle (parking lots, shower facilities, etc.);
- v. affix an Integrity Pact in an easy-to-read company area;
- w. in the event that a confirmed Covid-19 worker is found, the workplace is closed for 3x24 (three times twenty-four) hours and thoroughly disinfects the room, and reports via the company's bit.ly/covid19 link to the Department of Manpower, Transmigration and Energy of DKI Jakarta Province;
- x. in the event of a cluster of Covid-19 transmission, the building manager shall close 1 (one) unit area/office building for 3x24 (three times twenty-four) hours based on the recommendation from the Health Office and may restrict access to entry and electrical power in the work area where there are workers who are confirmed to have Covid-19;
- y. provide true information to the officer conducting the examination.

- FIVE : The Covid-19 Handling Team as referred to in the FOURTH DICTUM letter a can be carried out by the Occupational Safety and Health Committee (*Panitia Pembina Keselamatan dan Kesehatan Kerja* or P2K3).
- SIX : Report the implementation of all provisions contained in the FOURTH DICTUM of the Decree of the Head of the Manpower, Transmigration

and Energy Office as a requirement that the company must fulfill in carrying out activities in the Enforcement of Level 1 Corona Virus Disease 2019 Restrictions on Public Activities via email hikesja.nakertrans@jakarta.go.id with the format as attached.

- SEVEN : Reporting via the company's bit.ly/covid19 link in the event that a confirmed Covid-19 worker is found.
- EIGHT : Make an Integrity Pact for the implementation of the Covid-19 prevention and control protocol in privately-owned offices/workplaces, State-Owned Enterprises, or Regional-Owned Enterprises as stated in Attachment II to this Decree.
- NINE : Violations of the implementation of the Covid-19 prevention and control protocol in private offices, BUMN, BUMD and workplaces as referred to in the FOURTH DICTUM may be subject to sanctions referring to the provisions of Article 12 paragraphs (2) and (3) of Governor Regulation Number 3 of 2021 regarding Regulations Implementing Regional Regulations Number 2 of 2020.
- TEN :
a. Business actors are required to make efforts to accelerate vaccination to provide protection for workers/laborers and their families and the community in order to break the chain of the spread of Covid-19.
b. Business actors are to observe occupational risk factors, comorbid factors and factors of workers/laborers who have been vaccinated in carrying out work activities in privately-owned offices/workplaces, State-Owned Enterprises or Regional-Owned Enterprises.
- ELEVEN : At the time that the Decree of the Head of the Manpower, Transmigration and Energy Agency of DKI Jakarta was enacted, the Decree of the Head of the Manpower, Transmigration and Energy Agency of DKI Jakarta Province Number 302 of 2022 regarding Protocols for Prevention and Control of Covid-19 in Private Offices, State-Owned Enterprises, Regional-Owned Enterprises at the Level 2 Corona Virus Disease 2019 Restrictions on Public Activities are revoked and declared invalid.

TWELVE : This decision is effective from January 24, 2022, until January 31, 2022.

Stipulated in : Jakarta

Dated : January 24, 2022

HEAD OF MANPOWER, TRANSMIGRATION
AND ENERGY DEPARTMENT OF DKI
JAKARTA PROVINCE,

(Signed)

ANDRI YANSYAH

NIP. 197009271991011001

Copied to:

1. Governor of DKI Jakarta Province
2. Deputy Governor of DKI Jakarta Province
3. Regional Secretary of DKI Jakarta Province
4. Assistant for the Economy and Finance of the DKI Jakarta Provincial Secretary
5. Head of DKI Jakarta Provincial Health Office
6. Head of Sub-Department of Manpower and Transmigration and Energy Five for the region of Head of Sub-Department for Manpower and Transmigration and Energy for the Administrative City of DKI Jakarta and
7. Thousand Islands Administrative District

