

**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF SEA TRANSPORTATION**

CIRCULAR LETTER
NUMBER: SE 21 OF 2020

REGARDING

SEA TRANSPORTATION OPERATIONAL GUIDELINES FOR THE IMPLEMENTATION
OF RESTRICTING THE TRAVELLING OF PEOPLE FOR THE PURPOSE OF
ACCELERATING THE HANDLING OF THE CORONA VIRUS DISEASE 2019 (COVID-
19)

1. In relation to the stipulation of Circular Letter of the Task Force for the Acceleration of Handling COVID-19 Number 4 of 2020 and for the purpose of synergizing activities in limiting the travel of people to prevent the spread of COVID-19, it is necessary to stipulate the Sea Transportation Operational Guidelines for the Implementation of Restricting the Travelling of People for the Purpose of Accelerating the Handling of the Corona Virus Disease 2019 (COVID-19).
2. Legal Basis:
 - a. Law Number 17 of 2008 regarding Shipping;
 - b. Law Number 6 of 2018 regarding Health Quarantine;
 - c. Government Regulation Number 21 of 2020 regarding Large-Scale Social Restrictions to Accelerate the Handling of the Corona Virus Disease 2019 (COVID-19);
 - d. Presidential Decree Number 11 of 2020 regarding the Stipulation of the Corona Virus Disease 2019 (COVID-19) Public Health Emergency;
 - e. Presidential Decree Number 12 of 2020 regarding the Stipulation Non-Natural Disaster of the Corona Virus Disease 2019 (COVID-19) as a National Disaster;
 - f. 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);
 - g. Minister of Transportation Regulation Number PM 18 of 2020 regarding the Transportation Control for the Purpose of Preventing the Spread of the Corona Virus Disease (COVID-19);

- h. Minister of Transportation Regulation Number PM 25 of 2020 regarding the Transportation Control During the 1441 Hijriah Eid Al-Fitr Homecoming Period for the Purpose of Preventing the Spread of the Corona Virus Disease 2019 (COVID-19);
 - i. Head of National Board for Disaster Management Decree Number 13A of 2020 regarding the Extension of the Status of a Certain State of Emergency of a Disease Outbreak due to the Corona Virus in Indonesia;
 - j. Coordinating Minister for the Economy Sector Letter Number KWU.5-99/M.EKON/04 on April 29, 2020, Proposed Items for the Perfection of Regulation Relating to Transportation Control to Maintain the Continuity of Economic Activity and Public Welfare: and
 - k. Circular Letter of the Task Force for the Acceleration of Handling COVID-19 Number 4 regarding the Criteria on Restricting the Travelling of People for the Purpose of Accelerating the Handling of the Corona Virus Disease 2019 (COVID-19) .
3. The permitted operations of sea transportation to serve the interest of people and/or certain activities in a limited manner, are as follows:
- a. passenger ship or ship with special function in servicing the travel of people (including foreigners) working in government agencies, private companies or foreign private companies operating in the region of Indonesian territory;
 - b. passenger ship servicing the travelling of patients in need of emergency health service:
 - c. passenger ship serving the travels of persons whose main family members (parents, husband/wife, children, birth siblings) are terminally ill or have passed away;
 - d. passenger ships serving repatriation trips for Indonesian Migrant Workers (*Pekerja Migran Indonesia*, PMI), Indonesian citizens, and students/university students located overseas, from the ports of bordering countries of embarkation to appointed domestic ports or headed to their respective ports of origin;
 - e. passenger ships servicing the return of people with special reasons; and

- f. passenger ships allowed to operate for the transport of logistical goods which consists of primary and important goods, medicines and medical tools, and other essential tools needed in the region, in cases where the number of cargo ships in serving a region is not sufficient.
4. Cargo ships and special sea transportation ships are permitted to operate by carrying out the terms regarding the Health Protocol on the Handling of COVID-19 and the Criteria on Limiting the Travel of People for the Purpose of Accelerating the Handling of the Corona Virus Disease 2019 (COVID-19).
5. In the operation of permitted sea transportations to serve the interest of persons and/or certain activities in a limited manner as referred to in point 3 and point 4 above, the following handling and monitoring shall be carried out:
 - a. Ship Operator is required to follow the following terms:
 - 1) Comply and carry out the terms regulated under the Circular Letter of the Task Force for the Acceleration of Handling COVID-19 Number 4 of 2020;
 - 2) Ensure that prospective passengers fulfill the requirements before they were given a ticket or transport document;
 - 3) Conduct ticket reservation services for Prospective Passengers to the Central Office or Branch Office whether offline or online and is prohibited to increase tariff;
 - 4) If a queue occurs during ticket services in lockets located in the central office or branch office of the Ship Operator, then the implementation of physical distancing and control of the amount of queue shall be carried out;
 - 5) Servicing refund/reroute/reschedule process for passengers who fails to depart, at no additional charge;
 - 6) The implementation of reroute or reschedule on the sailing of passengers is applicable for 1 (one) time order in the span of 1 (one) year; and

- 7) Implementation of the general procedure of operation control of sea transportation when preparing for travel, during the travel, and when arriving at the intended port or port of debarkation as regulated under the Regulation of the Minister of Transportation Number PM 18 of 2020 regarding the Transportation Control for the Purpose of Preventing the Spread of the Corona Virus Disease 2019 (COVID-19).
- b. The Operator of Passenger Terminal is required to follow the following terms:
- 1) Comply and carry out the terms regulated under Circular Letter of the Task Force for the Acceleration of Handling COVID-19 Number 4 of 2020;
 - 2) Provide checkpoints and conduct inspection with the Joint Team at the main access for exits and/or entrance of passenger terminal in Ports; and
 - 3) implement the general procedure of control of sea transportation operation when preparing for travel, during the travel, and when arriving at the intended port as regulated under Minister of Transportation Regulation Number PM 18 of 2020 regarding the Transportation Control for the Purpose of Preventing the Spread of the Corona Virus Disease 2019 (COVID-19);
- c. Harbormaster of port of embarkation and/or port of debarkation shall always conduct supervision measures, among others, but not limited to the following matters:
- 1) Comply and carry out the terms regulated under the Circular Letter of the Task Force for the Acceleration of Handling COVID-19 Number 4 of 2020;
 - 2) Implement coordination and update of information with the relevant Regional Government in relation to the implementation status of Large-Scale Social Restrictions and the enforcement period of Large-Scale Social Restrictions;

- 3) Implement coordination and update of information with the Regional Task Force of COVID-19 relating to the stipulation of Red-Zone of the COVID-19 spread;
- 4) Coordinate the formation of the Joint Team which consists of the Harbormaster, Port Organizer, Port Health Office, Police, Indonesian National Army (TNI), Regional Government, Regional Task Force for the Acceleration of Handling COVID-19, Terminal Operator and other related agencies;
- 5) The Joint Team in carrying out its tasks shall be equipped with Personal Protective Equipment (*Alat Pelindung Diri*, APD);
- 6) The Joint Team in conducting the arrangement, control, and supervision, along with the recording and reporting of exemption for passenger ships that are still operating as well as the loading and unloading of cargo ships for the purpose of monitoring the smoothness of logistic distributions in each respective regions, and to report its development through the application of the Indonesian Information System of Transport and Means of Transportation (*Sistem Informasi Angkutan dan Sarana Transportasi Indonesia*, SIASATI);
- 7) The Joint Team may appoint a Joint Officer to assist the conduct of inspection of the passenger's ticket/boarding pass and the required travel documents which is regulated under Circular Letter of the Task Force for the Acceleration of Handling COVID-19 Number 4 of 2020 when inspecting the passenger's terminal, such as:
 - a) Personal identification (Identification Card, *Kartu Tanda Pengenal* (KTP) or other valid identification);
 - b) Statement Letter of COVID-19 Negative based on the Polymerase Chain Reaction (PCR) Test/Rapid Test or statement letter of health from the health service office/hospital/ community health center/ health clinic, that are still valid:

- c) Letter of Assignment (for officers of State Civil Apparatus (ASN), Indonesian National Army (TNI), Indonesian National Police (POLRI)) signed by a minimum of an Official with Echelon Level 2;
 - d) Letter of Assignment (for employees of State-Owned Enterprises / Regional-Owned Enterprises of Private Companies) signed by the Director or/ Head of Office;
 - e) Statement Letter signed on a duty stamp and is acknowledged by the local head of sub-district/head of village (for passengers not representing the government or private agencies)
 - f) Statement Letter from the Board of Protection for Indonesian Migrant Workers or Representatives of the Republic of Indonesia overseas (for passengers from overseas);
 - g) Letter of referral hospitals (for patients that will carry out treatment in another place);
 - h) Statement letter from the place of death of the person who passed away (for passengers with the interest of visiting a family who has passed away); and
 - i) Statement letter from the University or School (for students or university students).
- 8) If ports of embarkation and/or ports of debarkation in serving routine non-homecoming passengers for sailing in a limited location has not been stipulated as an agglomeration zone with the stipulation of Large-Scale Social Restrictions or Red-Zone of COVID-19 Spread, then the Joint Officer shall permit passengers to board the ship after coordinating with Regional Task Force for the Acceleration of Handling COVID-19;
- 9) Conduct tight supervision on the implementation of general procedure of operation control of sea transportation at the

preparation of travel, during the travel or layover and when arriving in the intended port as regulated in the Minister of Transportation Regulation Number PM 18 of 2020 regarding the Transportation Control for the Purpose of Preventing the Spread of the Corona Virus Disease (COVID-19);

- 10) For passengers failing to depart, then the Joint Officer shall direct the passenger to the Vessel Operator party to carry out the immediate process of refund/reroute/reschedule without charging additional fees; and
 - 11) Conduct law enforcement in a coordinated and integrated manner over acts of violation and imposition of sanctions in accordance with the provisions of the laws and regulations.
6. For Main Harbormaster Office Head Office, Main Port Authority, Harbormaster and Port Authority, Special Harbormaster and Port Authority in Batam, and Port Organizer Unit to deliver and socialize this circular letter to the stakeholders, regional government instances, Regional Task Force for the Acceleration of Handling COVID-19, and the user community of sea transportation in their respective working region, to conduct coordination and implementing the provisions along with the supervision of the implementation of this Circular Letter.
 7. With the stipulation of this Circular Letter, the Circular Letter of the Director General of Sea Transportation Number SE 19 of 2020 is revoked and declared invalid.
 8. This Circular Letter is applicable as of May 8, 2020 until May 31, 2020 and may be extended as needed.
 9. Thus, this Circular Letter is to be carried out in a responsible manner.

Stipulated in Jakarta
on May 8, 2020

Director General of Sea Transportation

(Signed and Stamped)
R. AGUS H. PURNOMO