

**TOURISM AND CREATIVE ECONOMY SERVICE OFFICE OF THE SPECIAL
CAPITAL REGION OF JAKARTA PROVINCE**

DECREE OF THE HEAD OF TOURISM AND CREATIVE ECONOMY SERVICE
OFFICE OF

THE SPECIAL CAPITAL REGION OF JAKARTA

NUMBER : 140 OF 2020

REGARDING

EXTENSION OF PHASE I OF THE IMPLEMENTATION OF LARGE-SCALE SOCIAL
RESTRICTIONS (PSBB) DURING THE TRANSITIONAL PERIOD FOR THE PURPOSE
OF HANDLING OF THE PREVENTION OF THE COVID-19 TRANSMISSION IN THE
TOURISM BUSINESS SECTORS TO A HEALTHY, SAFE AND PRODUCTIVE SOCIETY

HEAD OF TOURISM AND CREATIVE ECONOMY SERVICE OFFICE OF THE
SPECIAL CAPITAL REGION OF JAKARTA,

- Considering :
- a. whereas to implement the provision of Article 14 letter b of Governor Regulation Number 51 of 2020 regarding Implementation of Large-Scale Social Restrictions During the Transitional Period to a Healthy, Safe, and Productive Society;
 - b. whereas to ensure that the Tourism Business sector during the transitional period fulfills the operational requirements, implements Integrity Pact, prepares the facilities and infrastructures in accordance with the health protocol code of conduct, it is deemed necessary to stipulate the protocol for the prevention of the COVID-19 transmission and the extension of Phase I of the transitional period in the tourism business sector;
 - c. based on the consideration as referred to in letter a and letter b, it is necessary to stipulate Head of Service Office

Decree regarding the protocol for the prevention of the COVID-19 transmission and extension of Phase I of the transitional period in the tourism business sector during the transitional period to a healthy, safe and productive society;

- Bearing in Mind : 1. Law Number 29 of 2007 regarding the Government of the Special Capital Region of Jakarta Province as the Capital of the Unitary State of the Republic of Indonesia (State Gazette of the Republic of Indonesia of 2007 Number 93, Supplement to the State Gazette of the Republic of Indonesia Number 4744);
2. Law Number 10 of 2009 regarding Tourism;
3. Law Number 23 of 2014 regarding Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, the latest by Law Number 9 of 2015 regarding the Second Amendment to Law Number 23 of 2014 regarding Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);
4. Law Number 6 of 2018 regarding Health Quarantine (State Gazette of the Republic of Indonesia of 2018 Number 128, Supplement to the State Gazette of the Republic of Indonesia Number 6236);
5. Government Regulation Number 21 of 2020 regarding Large-Scale Social Restrictions to Accelerate the Handling of the Corona Virus Disease 2019 (COVID-19) (State Gazette of the Republic of Indonesia of 2020 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 6487);
6. Minister of Health Regulation Number 9 of 2020 regarding Guidelines for Large-Scale Social Restrictions to

Accelerate the Handling of the Corona Virus Disease 2019 (COVID-19) in the Special Capital Region of Jakarta Province (State Gazette of the Republic of Indonesia of 2020 Number 326);

7. Regional Regulation Number 6 of 2015 regarding Tourism;
8. Governor Regulation Number 18 of 2018 regarding the Organization of Tourism Businesses;
9. Governor Regulation Number 60 of 2020 regarding Control of Travel Activities in the Special Capital Region of Jakarta to Prevent the Spread of the Corona Virus Disease 2019 (COVID-19);
10. Governor Regulation Number 33 of 2020 regarding Implementation of Large-Scale Restrictions in Handling the Corona Virus Disease 2019 (COVID-19) in the Special Capital Region of Jakarta Province (Regional Gazette of the Special Capital Region of Jakarta Province of 2020 Number 55003);
11. Governor Regulation Number 51 of 2020 regarding Implementation of Large-Scale Social Restrictions During the Transitional Period to a Healthy, Safe, and Productive Society (Regional Gazette of the Special Capital Region of Jakarta Province of 2020 Number 72014);
12. Governor of the Special Capital Region of Jakarta Decree Number 647 of 2020 regarding Extension of the Enactment, Staging, and Implementation of Activities of the Large-Scale Social Restrictions During the Transitional Period to a Healthy, Safe, and Productive Society.

Observing : 1. Minister of Health Decree Number HK.01.07/MENKES/328/2020 regarding Guidelines on the Prevention and Control of the Corona Virus Disease

2019 (COVID-19) in the Workplace and Industry in Supporting the Continuity of Businesses in a Pandemic Situation;

2. Minister of Health Circular Letter Number HK.02.01/MENKES/335/2020 regarding Protocol for the Prevention of Transmission of the Corona Virus Disease (COVID-19) in Workplaces in Services and Trade Sectors (Public Area) in an Effort to Support Business Continuation;

HAS DECIDED:

To Stipulate : GOVERNOR REGULATION REGARDING IMPLEMENTATION OF LARGE-SCALE SOCIAL RESTRICTIONS DURING THE TRANSITIONAL PERIOD FOR A HEALTHY, SAFE, AND PRODUCTIVE SOCIETY.

First : This Extension of Transitional Period and Protocol aims to enhance the capability and independence for business actors and to become guidelines in carrying out their businesses during the transitional period to a healthy, safe and productive society.

Second : The scope of this protocol covers the flowchart of the process of controlling the protocol for the prevention of the COVID-19 transmission in the tourism business sector in the extension of Phase I of the transitional period to a healthy, safe and productive society.

Third : Tourism business fields that may operate in the extension of Phase I of the transitional period are as follows:

A. Entertainment and Recreation, starting from **July 6 – July 16, 2020**:

1. Film Screening (Cinema)
2. Film Production

3. Organization of Shows/Outdoor Watching Event
(*Nonton Bareng* or NOBAR)

B. Organization of Meetings, starting from **July 6 – July 16, 2020**:

1. Corporate event (outdoor)
2. Meeting

C. Sports Recreation Areas except for Swimming Areas/Swimming Pools, starting from **July 12 – July 16, 2020**

Fourth : Extension of Transitional Period and Protocol for the prevention of the COVID-19 transmission in the tourism business sector in the transitional period to a healthy, safe and productive society as referred to in the THIRD dictum shall be guided by:

1. General Protocol for the Prevention of the COVID-19 Transmission in the tourism business sector as provided in appendix I of this decree;
2. Additional Protocol for the Prevention of the COVID-19 Transmission in the tourism business sector according to its business type as provided in appendix II of this decree;
3. Control Mechanism for Internal and External Tourism Industry Health Protocol Form as provided in appendix III of this decree;
4. Operational hour restriction provision for certain tourism businesses as provided in appendix IV of this decree.

Fifth : The supervision and control of the implementation of this protocol shall be carried out by the Head of Tourism and Creative Economy Service Office in order to enhance the capability and independence for business actors in the transitional period to a healthy, safe and productive society.

Sixth : This Decree shall be effective since the date of its stipulation.

Stipulated in Jakarta
on July 6, 2020

Head of Tourism and
Creative Economy Service
Office of the Special Capital
Region of Jakarta Province,

(Signed and Stamped)

Cucu Ahmad Kurnia
NIP 197101081998031005

Copies To:

1. Governor of DKI Jakarta Province
2. Deputy Governor of DKI Jakarta Province
3. Regional Secretary of DKI Jakarta Province
4. Economy and Financial Assistant of the Regional Secretary DKI Jakarta Province
5. Mayors of the 5 (five) Municipal Administration Areas
6. Regent of the Kepulauan Seribu Regency Administration
7. Inspector of DKI Jakarta Province
8. Head of the Pamong Praja Police Unit of DKI Jakarta Province
9. Head of Investment and One-Stop Services Service Office of DKI Jakarta Province
10. Head of Legal Bureau of the Regional Secretary of DKI Jakarta Province
11. Head of Economy and Finance Bureau of the Regional Secretary of the Special Capital Region of Jakarta Province
12. All Heads of Tourism and Creative Economy Service Office Unit in 5 (five) Municipal Administration areas and Kepulauan Seribu Regency Administration

APPENDIX I
DECREE OF THE HEAD OF TOURISM AND
CREATIVE ECONOMY SERVICE OFFICE OF THE
SPECIAL CAPITAL REGION OF JAKARTA
PROVINCE
NUMBER 140 OF 2020
REGARDING PROTOCOL FOR THE PREVENTION
OF THE COVID-19 TRANSMISSION IN THE
TOURISM BUSINESS SECTOR DURING THE
TRANSITIONAL PERIOD TO A HEALTHY, SAFE
AND PRODUCTIVE SOCIETY

**GENERAL PROTOCOL FOR THE PREVENTION OF THE COVID-19 TRANSMISSION
IN THE TOURISM BUSINESS SECTOR**

I. Business Actors

1. Person in charge of the business and the organizer of the event must fill out, sign, and hang the **Integrity Pact** form in locations that are easily visible by the guests/visitors;
2. The **Integrity Pact** is applicable to businesses and organizers of events that have been in operation;
3. Maximize workers who are younger than 45 years old, besides that it is recommended to arrange the placement and working hours for employees who are older than 45 years old or with comorbidities to minimize transmission risks;
4. Requiring workers and guests/visitors to wear masks;
5. Cleaning and disinfecting work areas, public areas as well as public facilities that are frequently touched by the public such as elevator buttons, door handles, banisters, toilet seats, tissue holders, and flush, Faucets and sinks, tissue Holders in sinks or hand dryers every 4 hours;
6. Providing hand washing facilities that are adequate and easily accessible by the workers and consumers/business actors. Choose products/equipment that are in accordance with the standard and provide instructions on the location of hand washing facilities if necessary;
7. Providing special trash bins for COVID-19 used goods (personal protective equipment, or PPE);

8. Ensuring that workers understand personal protection from COVID-19 transmission with Clean and Healthy Life Behavior (*Perilaku Hidup Bersih dan Sehat* or PHBS);
9. Conducting body temperature screening in entrances using body temperature gauges/thermoguns that have been calibrated;
10. If workers are found with a temperature of $>37.3^{\circ}\text{C}$ (twice screening with an interval of 5 minutes), they shall not be allowed to enter and shall be asked to perform health checks;
11. Officers at the entrances or who carry out temperature screening must be equipped with personal protective equipment (masks, gloves, and face shield);
12. Implementing policy for the COVID-19 Risks **Self-Assessment** to ensuring that the workers coming to work are not infected with the COVID-19 (following the Workers Self-Assessment SOP);
13. If providing foods for workers, to regulate the nutritional intake of the food provided, choose fruits that are rich in vitamin C and provide vitamin C supplement to help maintain immunity. If not providing foods for the workers, business actors must advice the workers regarding the above;
14. Installing information media to remind workers, business actors, consumers/visitors to comply with the provisions regarding physical distancing and to wash hands with soap in running water/hand sanitizer as well as wearing masks;
15. Optimizing the design and function of workplaces with good air circulation and receive adequate sunlight;
16. Arranging working hours to not be too long (overtime) that can cause workers to have less time to rest that may result in the decrease of immunity;
17. Implementing physical distancing with a minimum distance of 1 meter:
 - a. Providing special signage that are placed on the floor of crowded are of workers/visitors such as changing room, elevator, toilet, cashier, customer service area and other area as a spacer between workers and guests/customers;
 - b. Arranging the number of workers present to facilitate the implementation of physical distancing;

- c. Arrangement of desks and chairs with a minimum distance of 1 meter;
18. Conducting measures to minimize contact with customers:
- a. Using barriers/partitions (such as plexiglass) on desks or counters as an additional protection for workers (cashier, customer services, etc.);
 - b. Encouraging the use of cashless payment methods (without contact and joint tools), if still conducting cash transactions then business actors must implement measures considered necessary to prevent transmission of the COVID-19;
19. Preventing crowding of customers, by:
- a. Stipulating a quota and controlling the number of employees/customers that can enter the business location to limit access and avoid crowding;
 - b. Implementing queueing system in entrances and maintaining a minimum distance of 1 meter;
 - c. Implementing online order/reservation or by phone to minimize face to face meeting with customers;
 - d. Providing delivery services or take away;
 - e. Conducting service hours, in accordance with the policy stipulated by the regional government and/or in accordance with the provisions of laws and regulations;
20. Assigning people or special teams that are responsible to supervise and ensuring that the protocol is best implemented;
21. Coordinating with institutions that handle the health field or Hospitals and disaster mitigation in their local region if there is an emergency;
22. Owning and implementing the procedures for:
- a. Handling of guests/consumers/visitors that are suspected to be sick or experience symptoms with a special room;
 - b. Cleaning and disinfecting places that are visited by the guests/visitors/employees suspected to be positive of the COVID-19;
 - c. Assisting contact tracing;

23. Documenting all measures that have been implemented in the effort to handle the COVID-19. Documents and records shall be kept for at least 3 months for investigation;
24. Educating and training workers regarding COVID-19 and how to prevent and protect themselves in the workplaces;
25. Recommended to have accurate data of visitors;
26. Recommended for businesses that provide worship places/prayer room to prepare carpet replacement in the form of disposable materials (one-time use materials) as a replacement for prayer rug.

II. Workers/Employees

1. Wearing masks when leaving for and returning from workplaces as well as while at work;
2. Ensuring that they are in a healthy condition prior to leaving for work. Workers who experience symptoms such as fever/cough/runny nose/sore throat are recommended to be absent and check themselves to health service facilities if necessary;
3. Workers who experience fever, flu, or COVID-19 symptoms in the workplace, must report to their supervisor, visit a doctor, and stay away from other co-workers;
4. Eating balanced nutrient foods to maintain immunity;
5. Enhancing immunity by consuming balanced nutrition, physical activities with a minimum of 30 minutes per day, enough rest (minimum sleep of 7 hours), sunbathe in the morning;
6. Implementing Clean and Healthy Life Behavior (*Perilaku Hidup Bersih dan Sehat* or PHBS) every day, or frequently wash hands with soap and running water, or use hand sanitizer before and after each activity, cough/runny nose/sneeze ethics, avoid touching face (eyes, nose, mouth);
7. Maintaining physical distancing with a minimum of 1 meter when dealing with business actors or co-workers when at work;
8. Wearing special work clothes and change after finishing work;

9. When working, if necessary, wear personal protective equipment such as gloves as well as eyes and face covers especially for temperature screening officers, reception, cashier and food renderer;
10. Avoiding the joint use of personal tools such as worship tools, cutleries, etc.;
11. Immediately shower and change clothes before making contact with family members at home. Cleaning cellphones, glasses, bags, and other stuffs with liquid disinfectant;
12. Cleaning and disinfecting periodically in working area and public area, checking and maintaining ventilation system and air cooler regularly, especially in elevators and toilets;
13. Greeting guests/customers by not shaking hands;

III. Guests/Visitors

1. Always wearing masks while in public area;
2. Carrying out coughing or sneezing etiquette, by covering mouth using tissue paper when coughing or sneezing, and dispose the dirty tissue paper to the trash bin;
3. Maintaining hand hygiene by frequently washing hands using soap and running water or using hand sanitizer;
4. Avoiding touching body parts that are open such as eyes, nose, face, and arms using dirty gloves or hands that have not been cleaned using soap or hand sanitizer;
5. Reference to the density level in the business location/place is maintaining physical distancing of a minimum 1 meter with other people.

INSTRUMENT FOR THE COVID-19 RISK SELF-ASSESSMENT FOR WORKERS

Name :
Identity Card Number :
Employment Identity :
Working Unit / Section / Division :
Date :

For mutual health and safety in workplace, you must be **HONEST** in answering the following questions.

Within the last 14 days, have you experienced the following:

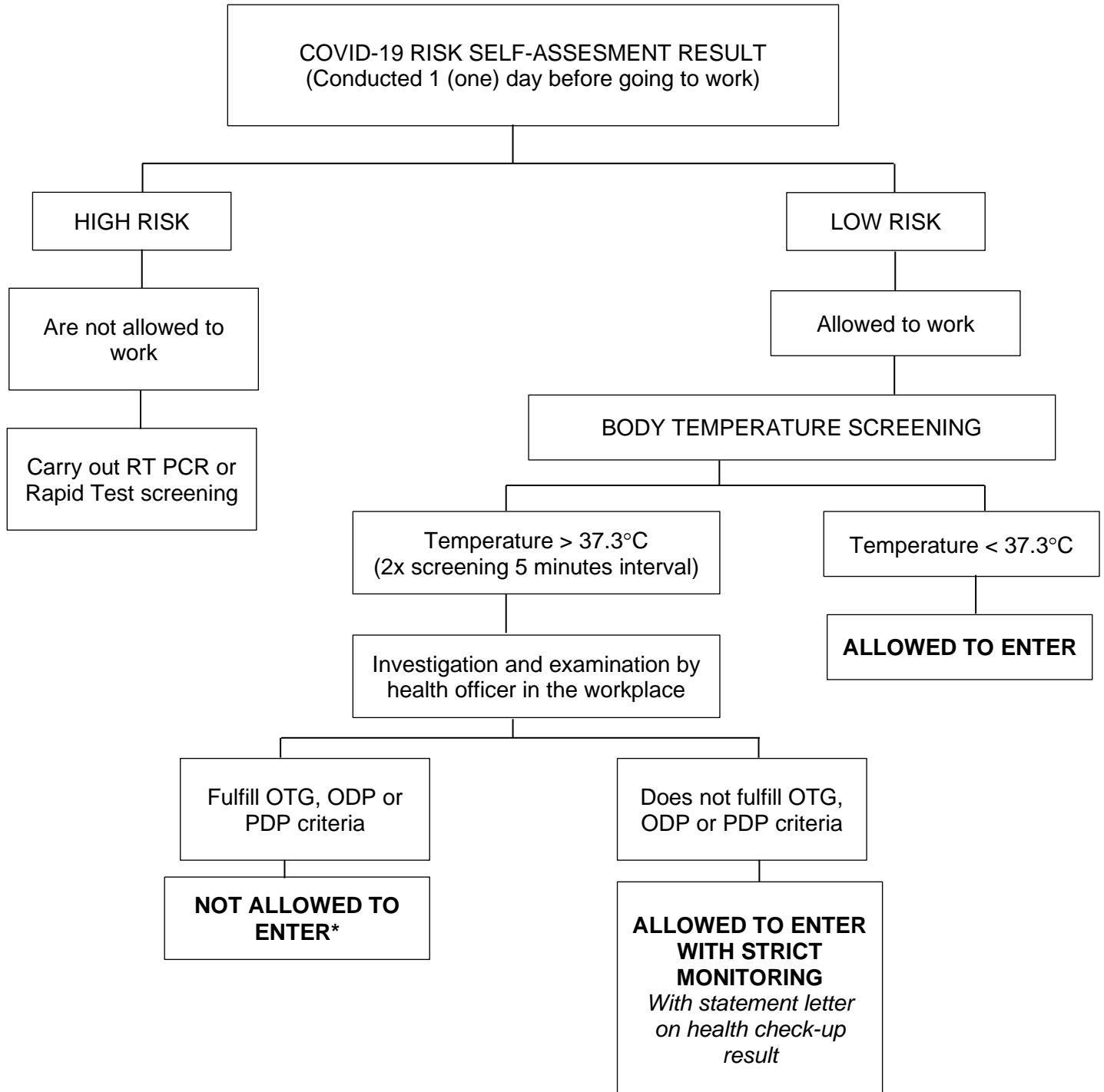
| NO | QUESTION | YES | NO | IF YES, SCORE | IF NO, SCORE |
|-------|--|-----|----|---------------|--------------|
| 1 | Have you left the house/public places (markets, health service facilities, crowds, etc.)? | | | 1 | 0 |
| 2 | Have you uses public transportation? | | | 1 | 0 |
| 3 | Have you traveled outside the city/international? (infected regions/red zones) | | | 1 | 0 |
| 4 | Did you participate that involved a lot of people? | | | 1 | 0 |
| 5 | Have you had any close contact history with people with ODP, PDP or COVID-19 confirmed statuses (handshake, talk, in the same room/house)? | | | 1 | 0 |
| 6 | Have you experienced any fever/cough/runny nose/sore throat/shortness of breath within the last 14 days? | | | 1 | 0 |
| TOTAL | | | | | |

TOTAL
0 = Low Risk
1 – 4 = Medium Risk
>5 = High Risk

Jakarta,

(Name)

FLOWCHART FOR FURTHER ACTION TO THE COVID-19 RISKS SELF-ASSESSMENT RESULT FOR WORKERS



STATEMENT OF EXAMINATION

The undersigned, doctor represents that:

Nama :

Age :

Address :

Status :

Section/Division :

Based on the result of examination on, at no symptoms and signs that lead to the COVID-19 infection (OTG, ODP, PDP) is found, and further ALLOWED / ALLOWED WITH NOTES* to enter the work area/place.

Notes:

Thus this statement letter is made truthfully and to be used as it should.

....., 20.....
Examining Doctor

Name
SIP.

*Choose one

INTEGRITY PACT

I, the undersigned:

1. Name :
2. Place, date of birth :
3. Address :
4. Identity Card Number :
5. Foreign Identity Number :
6. Phone Number :
7. Business Entity Name :
8. Position :

hereby on behalf of the management promise and commits to complying with the protocol for the prevention of the COVID-19 transmission:

1. Comply with/Implement Governor Regulation Number 51 of 2020 regarding Implementation of PSBB During the Transitional Period and Governor Decree Number 563 of 2020 regarding Enactment of Stages and Implementation of Activities of Large-Scale Social Restrictions During Transitional Period to a Healthy, Safe and Productive Society.
2. Willing to comply with the policy and operational in business place along with its facilities to protect the health of the employees and visitors/society in accordance with the protocol for the prevention of the COVID-19 transmission.
3. Willing to take the necessary measures to ensure the implementation of physical distancing in business place in accordance with the protocol for the prevention of the COVID-19 transmission.
4. Willing to take the measures to ensure the control of infection/transmission in the business place in accordance with the protocol for the prevention of the COVID-19 transmission.
5. Willing to communicate with the employees and visitors/society regarding the protocol for the prevention of the COVID-19 transmission in the business place.
6. Willing to take the measures to ensure fair access to important services in the business place.
7. Willing to follow the contact tracing procedure or epidemiology investigation in the business place.
8. Comply with the restriction on operational hours stipulated under Governor Regulation Number 18 of 2018 regarding Organization of Tourism Businesses or as provided in this Decree.

If there is any violation as referred to in this Integrity Pact, I am willing to be sanctioned in accordance with the applicable provisions in number 1 (one) and number 8 (eight) of this Integrity Pact.

SSEK Translation
July 11, 2020



Jakarta, July , 2020
Best regards,

6,000 Stamp Duty

Signature and Name

Head of Tourism and Creative Economy
Service Office of the Special Capital Region
of Jakarta province

(signed)

Cucu Ahmad Kurnia
NIP 197101081998031005

APPENDIX II
DECREE OF THE HEAD OF TOURISM AND
CREATIVE ECONOMY SERVICE OFFICE OF THE
SPECIAL CAPITAL REGION OF JAKARTA
PROVINCE
NUMBER 140 OF 2020
REGARDING EXTENSION OF PHASE I OF THE
IMPLEMENTATION OF LARGE-SCALE SOCIAL
RESTRICTION (PSBB) DURING THE
TRANSITIONAL PERIOD FOR THE PURPOSE OF
THE HANDLING OF THE PREVENTION OF THE
COVID-19 TRANSMISSION IN THE TOURISM
BUSINESS SECTORS TO A HEALTHY, SAFE AND
PRODUCTIVE SOCIETY

I. ADDITIONAL PROTOCOL FOR FILM SCREENING / CINEMA BUSINESSES

A. General

1. Must implement/comply with the **General Protocol**.

B. Ticket reservation:

1. Online ticket purchase is recommended.
2. Cashless payment is encouraged.

C. Management and Employees:

1. All employees assigned in the front areas / areas that are frequently in contact with visitors are required to wear masks (cloth masks are recommended), gloves and face shields / goggles
2. Providing hand sanitizers in the corners of business area and security desk.
3. Providing information on health facilities that are accessible to the visitors.
4. Not serving visitors who do not wear masks.

5. Management is obliged to provide temporary isolation room if any visitor is found with a body temperature of higher than 37.3°C to be taken care by the medical officers.
6. Management must limit the number of visitors and determine physical distancing between the audience.
7. Using disposable/washable arm cover (cover for chair grip) that must be changed every time the film screening ends/change of audience.

D. Theater Room:

1. Marking visitor queueing area with a minimum distance of 1 meter between visitors.
2. Theater entrance officers are to avoid physical contact in any form with the visitors, especially during ticket checking.
3. Distance between audiences' seats shall be arranged 1 chair alternately, that each seat used shall be skipped with 1 (one) empty seat.
4. Film screening/Welcome Screen advertisements relating to the awareness of hygiene/prevention of the COVID-19 transmission and Health as well as Awareness to take out your own trash.

E. Foods and drinks:

1. Sales of foods and drinks must refer to the additional protocol for foods and drinks services business.
2. It is prohibited to sell foods and drinks in the theater room, only the delivery of orders before entering the theater room is allowed.

F. Toilets

1. Implementation of Physical Distancing in the toilet both at the entrance or queue in the toilet.
2. Put up a sticker for washing hands on each sink.
3. Use of Urinary & cubicle alternately.

II. ADDITIONAL PROTOCOL FOR THE PRODUCTION OF FILM

A. GENERAL

1. Producer/Production House (PH)

Producer/Management of the Production House (PH) is obliged to deliver and conduct the following:

- Implementing the General Protocol as provided in appendix I of this Decree.
- All working area must be cleaned every time if possible, minimize the use of joint office equipment such as photocopy machine and facsimile machine. If the use of such equipment is unavoidable, every time it finishes, hands must be cleaned.
- If possible, use telephone, video conference or similar technology for meetings. For production meeting specifically, it is recommended to be conducted online.
- Avoiding the gathering of people around a computer to watch together.
- MUST take **Rapid Test** at least D-2 before the film production activities (shooting) for all **Crews** who will be present in the location, proven by a statement letter of the effective period of the test result from the authorized institution and shall be retaken every 2 (two) weeks.
- MUST take **Swab Test** at least D-5 before the film production activities (shooting) for all **Casts**, proven by a statement letter of the effective period of the test result from the authorized institution and shall be retaken every 2 (two) weeks.
- Every person MUST have Personal Protective Equipment (*Alat Pelindung Diri* or APD) such as cloth masks or face cover and hand sanitizer.
- Avoiding physical contact between Casts and Crews.
- Minimizing the use of cash/coin payment.
- PH MUST ensure that all Casts and Crews in a healthy condition while working by checking the statement letter on the results of

rapid test and Swab test with a negative result that is still applicable.

- Activities indoors, all ventilation system must be maximized by opening windows and/or using fans to maximize air circulation or other methods.
- Installing information media around shooting area to remind Casts and Crews to comply with the provisions regarding physical distancing of 1 meter minimum and washing hands using soap and running water/hand sanitizer as well as wearing masks or Personal Protective Equipment (*Alat Pelindung Diri* or APD).
- Providing hand washing facilities with running water that are adequate and easily accessible by the Casts and Crews as well as using the products that are in accordance with the standard and provide instructions on the hand washing facilities location if necessary.
- Hygiene and availability of hand washing facilities must be maintained.
- Providing hand sanitizers around shooting area and ensure their availability.
- Forming Special Team (internal) for the Supervision of the Implementation of Health Protocol in work area by always recording/documenting every activity that is conducted.
- Appointing a certain individual as a special officer for hygiene with emphasis on the cleaning of rooms and joint equipment.
- Preparing a place/room for temporary isolation for Cast/Crew who are COVID-19 indicated, while waiting to be picked up by the medical team.
- Basic regulation during the implementation of film making starting from pre-production, production and post-production still refers to the Decree of the Minister of Health of the Republic of Indonesia No. HK.01.07/MENKES/382/2020 REGARDING HEALTH PROTOCOL FOR THE SOCIETY FOR THE PREVENTION AND CONTROL OF COVID-19.
- Producer/PH shall be fully responsible for all Film making activities, starting from pre-production, up until post-production.

2. Casts and Crews

- Avoid touching eyes, nose or mouth and other open body parts, with dirty gloves or hands that have not been cleaned using soap or hand sanitizer.
- Must prevent gathering in groups.
- Must bring hand sanitizer in the form of mini bottle (easy to carry) that can be used any time.

3. Hand Hygiene

- Hand hygiene is the basis for the prevention and must be practiced widely in the work environment.
- Considering potential concerns regarding the COVID-19 transmission through contact, improve hand hygiene is an important measure.
- Wash hands with soap and water is deemed more effective compared to hand sanitizer in preventing the spread of the COVID-19.
- All Casts and Crew Must wash their hands:
 - ✓ When arriving at the shooting location;
 - ✓ After using the toilet;
 - ✓ Before and after eating or drinking;
 - ✓ After contact with animals;
 - ✓ After making contact with joint objects and/or equipment;
 - ✓ After cleaning or disinfecting equipment, tools or work rooms.

4. Work Equipment

- All work equipment must be cleaned and disinfected before and after use.

- Work equipment such as communication radio or Handy Talkie can only be used exclusively by one person during shooting (not used together/alternately).
- Minimizing the use of work equipment that are used together or alternately and carry out cleaning as well as disinfection before and after use.

5. Personal Equipment

- Personal equipment (such as handphone, headset, etc.) must be cleaned and disinfected before taken out, at least once a day.
- It is recommended for electronic devices and other sensitive goods to follow the cleaning instruction from their manufacturers.
- The joint or alternate use of personal goods or equipment must be minimized. If forced to, cleaning and disinfection must be carried out before and after use.

6. Document

- Minimizing the use of paper during production activities and maximize the use of digital form.
- Script, Crews list, call sheet, production report and other similar documents, if possible, use digital form.
- If it is not possible to use digital script, film script paper must be labelled with in accordance with the names and it is prohibited to share with other people.

B. GENERAL GUIDELINES

1. Pre-Production

- Reporting the plan/schedule of shooting activities to the Tourism and Creative Economy Service Office of the Special Capital Region of Jakarta Province at least 14 working days before to obtain Technical Recommendation Letter.
- Conducting socialization and distribute health protocol to all Casts and Crews.

- Providing transportation that has been disinfected every day, for the Casts and Crews.
- Limiting the number of personnel involved during the production process.

2. Production

- Alternately conducting activities that require a lot of people such as development of set, arrangement of properties on the set, and arrangement of lighting to implement the principle of physical distancing of 1 meter minimum.
- Disinfection of properties or tools that will be used alternately after use.
- If possible, try to use location security with a layered zone system.
- It is prohibited to bring family members or personnel who are unauthorized or unrelated to the production activities.

3. Production Department

- All pre-production, production and post-production coordination must be conducted remotely using applications via voice call or video call.
- Production team has full control towards all movements conducted both by each departments or any parties that are involved during the pre-production process until the end of the production.
- When creating stories must consider safety of the location.
- Creation of stories shall endeavor to involve not more than 5 people in the same scene.
- Ensuring that each shooting location has obtained the permission from the authorities.
- If shooting is carried out more than one day at the same place, area disinfection must be conducted every day before the shooting starts.
- Making a list of personnel that are involved in the shooting process at the location, taking data of the conformity of the number and

names of the personnel who are at the shooting location, and limiting in and out access for the personnel.

- Ensuring that all Casts and Crews are in a healthy condition when working by checking on the statement letter on the result of rapid test and Swab test with a negative result that is still effective.
- During PSBB period, encouraged to use isolated place or studio.
- If require a location in public places, must firstly coordinate with the authorities.
- It is recommended to carry out more shooting activities outdoor.
- If shooting is carried out indoor, then it must be conducted in a room that has a large area with good air ventilation.
- Appeal for washing hands must be present in places near portable sinks, before entering the area around the set, PU kitchen area and in other places.
- Production team must remind anyone to wash their hands, at least every 30 minutes.
- For smokers they are to smoke further away from the shooting environment and it is prohibited to share lighter.
- PH MUST provide standard sanitation equipment.
- Each Crew MUST have Personal Protective Equipment (*Alat Pelindung Diri* or APD) such as cloth masks with upholstery or disposable masks, thin rubber gloves, face cover, hand sanitizer.
- The worn cloth masks must be changed every 4 hours.
- PH is entitled to impose sanctions to every violation of the Health protocol or violation to other applicable regulations.

4. Casting/Audition

- Choosing the prospective cast first who will be casted through the database or *comcard* sent by the Casts/model agencies.
- All chosen Casts must hand the declaration of healthy condition and fill out the Self-Assessment form.

- Do not involve Casts who are pregnant, except the shooting is carried out independently from the concerned home.
- Decline/do not involve Casts who are present with chronic diseases such as diabetes, acute respiratory infections, asthma, heart, hypertension, cancer, as well as other medical conditions that attack body immunity or other diseases that characterize COVID-19 infection.
- Chosen Cast must carry out self-casting under online direction and all recording video result shall be sent online.
- If Audition or direct meeting is required, a big enough room must be provided to accommodate physical distance that is required and must comply with other health protocols.

5. Artistic Department

- It is recommended to use existing properties or that can be purchased online and delivered by a courier.
- Conducting sanitation and sterilization towards all properties and surface of goods before entering the shooting area.
- During shooting, all properties and surface of goods that are touched by the Casts must be sanitized every change of screen.

6. Make-Up Artist, Hair Stylist, and Wardrobe Stylist Department

- Make-up artist, hair stylist, and wardrobe stylist must wear masks, face cover, and gloves while working.
- Recommended to use make-up tools that are disposable or reusable after re-sterilization.
- Cast may bring their own make-up tools.
- Cast are recommended to touch up their hair style and make-up independently to avoid contamination.
- Wigs and alike must be sanitized in total before and after use.

- All clothing must go through the process of sterilization before worn by the Casts.
- Exchange of costumes between Casts are not allowed, except it has been sterilized before used by another Cast.

7. Location Department

- Always maintain physical distancing or maintain safe distance in all conditions.
- When carrying out review to locations all personnel involved must wear masks.
- Selection of location apart from the aspect of image requirements, that must be a concern are as follows:
 - ✓ Far access from crowds.
 - ✓ Not in a densely populated location.
 - ✓ Sizing enables Crew to move between one another without having to violate the maintenance of safe distance.
 - ✓ Minimizing the use of scenes of crowds or scenes of roads if unable to control the downstream of homecoming of people/resident around the locations.
 - ✓ Access for entry and exit of locations can be strictly controlled.
- Location Department that are cooperating with the Unit Department/others are required to ensure that sterilization has been carried out to the space of activities before shooting starts, during breaks/meals and after shooting ends.

8. Outdoor Location

- Prioritizing locations where access can be secured, and production participants may be separated from the public society.
- Location must provide sufficient space to carry out production activities that are planned while complying with physical distancing.

- Location that provides hand washing facilities must be prioritized.
- If shooting in bad weather, provide adequate residential facilities such as tents to enable physical distancing between Casts and Crews.

9. Indoor Location

- Production must avoid locations that are known to have been resided or used by persons that may be infected with COVID-19.
- If personal houses or buildings that are occupied by locations are needed for photoshoots, the resident must be questioned regarding signs/symptoms of COVID-19 and must vacate the place for proper cleaning and sanitation before the crews and casts enter the facilities.
- Production must choose buildings that can be cleaned easily and effectively and provide sufficient space to carry out planning of production activities while holding firm to the terms of health protocols.
- Location that provides hand washing facilities must be prioritized.
- Ensure that sufficient room ventilation is provided in the location.

10. Shooting Transportation

- Arrival of participants of shooting teams to the location is recommended to have shuttle systems or use online public transportation, except equipment vehicles with procedures that are in accordance with the PSBB regulation.
- Drivers shall wear masks and gloves.
- Drivers are prohibited to gather in groups.

- Drivers shall carry out body temperature screening and clean the car interior with disinfectant everyday before and after the vehicle is used.

11. Shooting Implementation

a. CALL SHEET

- All departments must comply with the time that has been provided in the call sheet.
- Before entering the locations/areas of activities, body temperature screening will be carried out by health officers from the production team.
- After passing this screening, participants of activities are sprayed with liquid disinfectant, then required to wash hands with soap in places provided by the production department.
- All persons are required to wear masks, personal PPE while in the shooting area as well as complying with PSBB regulations that is maintaining physical distance between personnel of 1-2 meters and maintain personal hygiene.
- Health screening and supervising personnel during shooting is carried out by health/medical officers that have been provided by the production department.
- During shootings, scenes of product consumptions must carry out strict sanitation and sterilization to the instruments used by the Casts.
- SHOOTING activities is carried out in limited working hour for a maximum of 15 WORKING HOURS by dividing 12 hours for shooting, 2 hours for breaks, meals (morning, afternoon, night), and/or religious activities; as well as 1 hour for packing the equipment and sets after shooting.

b. Make Up, Wardrobe & Actors

- Execution of makeup and wardrobe usage are not carried out simultaneously.
- The makeup and wardrobe teams that will be in close contact with the Casts shall wear masks, gloves, eye protectant, and wash hands before and after.
- Casts are encouraged to bring their own personal makeup.

- It is recommended to use make up tools that are meant to be used once or can be re-used after carrying out re-sterilization.
- Casts are expected to carry out their own “touch ups” during shooting.
- It is prohibited to exchange wardrobes from one Actor to another Actor, except sterilization process has been carried out with disinfectant or washed with water and soap.
- Casts below 15 years old may arrive with 1 companion, guardian, or their agency.

c. Food & Drink

- Foods during shootings are only provided in the form of complete meal boxes with disposable cutleries (not allowed to be provided in Buffets).
- Drinks are only permissible in bottled packaging for individuals, not provided in Gallon size.
- Not allowed to order/buy food and/or drinks from outside.
- All personnel are recommended to bring their own personal cutleries and personal drinking bottles.
- Not allowed to share foods, drinks, cigarettes equipment during shooting.
- Providing hand washing facilities with running water or hand sanitizers on the entrance of meal area and shall be used when exiting or entering the meal area.
- All surfaces for place of meal must be clean and disinfected before and after used.

d. Casts Protection

- During shooting, efforts shall be made for Casts to always use PPE in the form of masks and face shields.
- Casts may be exempted from wearing masks (PPE) only when they are in inframe position.
- When not possible such as during the makeup and shooting process, then the number of people involved in contact with the Casts shall be minimized.
- After it finishes, then the PPE shall be reused and maintain distance.

e. Underage Children

- Underage children may experience difficulty in following physical distancing, wearing PPEs, and complying with hygiene.
- Companion of underage children shall be limited to one guardian and shall be imposed with the same guidelines with the casts and crews.
- Requirements and PPE options may be modified for underage children, especially for materials that are soft.
- Face covers are not expected for children under two years old.
- When not working, must be moved to locations that have been prepared particularly, safely, and as far as possible.

f. Animal Showcase

- Animal officers/trainers must receive training regarding COVID-19 prevention and must comply with all rules regarding physical distancing and PPE.
- Animals are not allowed to be handled by other persons except when needed for shooting scenes, such as interactions with casts and others.
- All persons that have touched the animals shall wash hands before and after.
- Other animals that are not involved in production such as personal pets are prohibited to be brought to the location/set.

C. SPECIAL GUIDELINES POST-PRODUCTION

1. Before entering the office/space of activities must carry out body temperature screening.
2. All persons are required to use masks, personal PPE while being in the post-production area as well as complying with PSBB regulations.
3. When being in the editing room and other rooms, if it is not possible to maintain physical distance, all individuals shall wear face covers and must always pay attention to hand hygiene.

4. During the carrying out of voice recording, pursue effort in using personal headsets. If not possible, then must carry out cleaning along with disinfection to the tools before and after use.

5. Optimizing online implementation of post-production work.

III. ADDITIONAL PROTOCOL TO THE ESTABLISHMENT OF SHOWS/SCREENING IN OUTDOORS

1. General Protocol Compliance.

Shall implement/comply with **general protocols**.

2. Visitors/Audiences

- Visitors/audiences to clean/wash hands.
- Visitors/audiences shall bring personal needs (not to be used together), such as masks, hand sanitizer, needs for religious worship and others.
- Vehicles entering the area shall be disinfected.

3. While in Location

- Visitors/audiences shall occupy places that have been provided.
- Visitors/audiences are not allowed to open masks, except when eating/drinking.
- All visitors/audiences are not allowed to exit the area provided by the organizers (no crowding outside the area).
- Immediately leave the location when the event is finished.
- Audiences may leave their vehicle upon the permission of the organizers that have provided a minimum area of 2m x 5m (10m²).
- If the organizers provide open spaces to visitors, the minimum area is 2x2 meters for each visiting group.
- A visiting group is a group of individuals who comes in the same vehicle (one group visitor consists of a maximum of 4 people).
- Each visiting group shall have a distance of 2 meters between one another.

- Event organizers have right to dismiss visitors in the event area if violation is found.
- Distance between cars left and right are 1,5m, distance between cars front and back are 3m.
- Shut down or start vehicle machines upon the directions from the organizers.
- Vehicles that enters the event area shall follow the directions of the organizers to shut down and start the engines and always wear masks.

4. Return of Visitors/Audiences

- Waiting for turns to exit the vehicle in accordance with the instructions of the organizers.

5. Activities Management/Organizers

- Carrying out body temperature screening at the entrance. If visitors/audiences are found with a temperature of $>37.3^{\circ}$ C, not allowed to enter and is requested to carry out health examination.
- Providing sufficient access for exit-entry mobility of vehicles.
- Providing open area with or without roof.
- Providing standard fire extinguishment tools.
- Carrying out coordination with Hospitals or Health Institutions for emergency matters.
- Limiting the number of visitors/audiences in accordance with the capacity of the vehicle and prevention of COVID-19 transmission protocols and ensure safe distance of vehicles and visitors/audiences.
- Ensuring that there are no elderly visitors/audiences (older than 60 years old) and children younger than 9 years old.

- Carrying out arrangement of parking place to ease the management of vehicle flow with sufficient flow and lanes to ease evacuation if emergency situation occurs.
- Providing directions that are clear and easy to see relating to the vehicle flows/lanes or facilities provided.
- Creating road signs that are clear/visible to see.
- Ticket purchase shall only be carried out online or cashless.
- If facilities of selling foods/drinks are provided, must ensure:
 - ✓ it is on special areas/zones.
 - ✓ to facilitate orders/purchases of foods/drinks (recommended through applications).
 - ✓ to not sell alcoholic drinks.
- Requiring all officers on the field that are directly helping the services for visitors/audiences to always bring hand sanitizer and wear gloves and masks.
- Carrying out licensing process in accordance with the applicable terms/regulations.
- Encourage visitors/audiences open the windows of the vehicle periodically (in accordance with the instruction of the officer).
- Informing prospective visitors/audiences during reservations, that the organizers will periodically carry out checking/monitoring to each vehicle.
- Arranging when to start or shut down the engine of the vehicles.
- Informing prospective visitors/audiences during reservations, to not bring alcoholic drinks.
- Films that are being screened shall already obtain licenses for broadcasting rights and are stated to have passed censorship by the authorized film censorship institution.

- Administering the crowd permit in accordance with the applicable provisions.
- Providing jumper cars in anticipating a broke down vehicle, if using sound system as well as Frequency Modulation (FM).
- Arranging permits in accordance with the applicable provisions if using Frequency Modulation (FM) systems, both for using sound systems or other communication devices.
- Ensuring that there is no misuse/usage of drugs, immoral acts, and gambling.
- Limiting the number of people entering the house of worship by providing signage of safe distancing and not provide equipment that is shared together (prayer rug/ *mukena*, etc).
- Implementing safe distancing outside the bathroom, there are waiting lines of at least 1 meter to avoid crowds.
- Regular cleaning and disinfecting of places that are frequently used. Areas that will be the focus of cleaning are:
 - ✓ Doors and drawer handles
 - ✓ Light switch
 - ✓ Chairs, tables, and stools
 - ✓ Places to store money/tickets/cards
 - ✓ Keyboards, mouse, and touch screens
 - ✓ Audio Cables/Sound Systems, Microphones
 - ✓ Pin pads
 - ✓ Payment lockets
 - ✓ Exit barrier
 - ✓ Toilet/toilet seat
 - ✓ Tissue and flush handles
 - ✓ Faucets and sinks

IV. ADDITIONAL PROTOCOL FOR ORGANIZING BUSINESSES FOR CORPORATE EVENTS AND MEETINGS

A. Pre-Requirements for Events

1. Shall carry out/comply with **General Protocols**.
2. Event organizers shall also pay attention/be guided by the **Protocols of Organizing Showcases in Outdoors**.

B. Business Organizers/Managers

1. Ensuring all workers/teams involved understands the prevention COVID-19 transmission.
2. Installing information media in strategic locations to remind visitors/participants to always comply with the requirements of minimum distancing of 1 meter, maintain hand hygiene and discipline in wearing masks.
3. Providing hand washing facilities with soap that are sufficient and accessible to workers/participants/visitors.
4. Providing hand sanitizers in meeting/activity areas such as entrances, lobbies, receptionist/registration tables, elevator door and other public areas.
5. If the activity is carried out indoors, always maintaining air quality in the rooms by optimizing air circulation and sun light, as well as carrying out cleaning of AC filters.
6. Carrying out periodical cleaning and disinfecting (at least three times a day) particularly on door handles and banisters, chairs, tables, microphones, elevator doors, toilet seats, and other public facilities.
7. Prohibiting entry for visitors/participants/officers/workers that have symptoms of fever, coughing, runny nose, sore throat, and/or shortness of breath.

8. In providing facilities (for example hand washing facilities) there is a separation of responsibility with the venue. Area of public entrance shall be the responsibility of the venue organizer, whereas entrance for event/special gate for event shall be the responsibility of the event organizer.

C. Venues/Places of Organizing Activities

1. **Corporate event** is only carried out **outdoors** with a number of participants of 50% from the maximum capacity, size of area is counted after it has been reduced by the event of activity production requirements.
2. **Meetings (Meeting/Seminar)** may be carried out **in places/buildings** (indoors) with a number of participants of 50% from the normal capacity of the room.

D. Process of carrying out activities:

a. Pre-event/before meeting

1. Ensuring limit of the number of guests/participants that may directly attend meeting/event in accordance with the capacity of the venue (point III).
2. Arranging layout of meeting/event place (tables, chairs, booths, hallways) to comply with the rule of minimum physical distance of 1 meter.
3. Distributing & registering invitations are carried out online during the pre-event by filling the data of the invited participants which states the name, address, phone number, email address, numbers of KTP/Other self-identification as well as filling the online form of self-assessment of COVID-19 risks (form attached in Appendix I), not allowed to follow events of meetings/activities if the result of self-assessment contains high risks.
4. Circulating information through electronic letters/digital messages to visitors/participants regarding health protocols that must be implemented when attending the activities such as wearing masks, maintaining minimum distance of 1 meter, wash hands with soap

and running water or using hand sanitizer and coughing and sneezing etiquette.

5. Providing special rooms outside the meeting/event place as health posts with health teams.
6. For participants/visitors from outside the region/overseas, implementing disease prevention when departing/arriving by complying with the applicable provision of regulations.
7. Ensuring that the implementation of health protocols is carried out by all parties that are involved in such activity including third parties (food vendors/sound system and electrical vendors/other vendors that are directly related).
8. Providing tools for body temperature screening in entrances for all visitors/participants/workers/other related parties.
9. Considering the use of digital innovation and technologies to integrate virtual experience as a part of the event.
10. Informing participants to bring their own personal equipment such as prayer equipment, stationaries, and others.
11. Preparing health plans/procedures, exposure mitigations and emergency evacuations that are in accordance with the planned meetings/events.
12. Providing place for temporary isolation for participants suspected to have been impacted with description of COVID-19 transmission.

b. Event Implementation

• **REGISTRATION AREA**

1. Area for registering invitation using glass/acrylic/plastic barriers between officers and participants.

2. Registered participants shall use masks, transparent face shields, and hand sanitizers.
3. Officers scanning the invitations shall use face shields/masks and gloves. Event organizers may also provide independent check-in facilities.
4. Ensuring all visitors and event workers to comply with the General Health Protocol rule.

- **GUESTS ENTERING THE VENUE**

1. Ensuring everyone involved in such activity is in healthy condition by carrying out body temperature screening at the entrance. If temperature of $>37.3^{\circ}$ C is found (2 screenings with an interval of 5 minutes), then is not allowed to enter the events of meetings/activities.
2. Ensuring everyone involved to maintain physical distancing of 1 meter in various forms, among others by implementing queueing procedures, providing special signage on floors, creating entry schedule for visitors and divided in various shifts or visitors are given options on the hour of arrival and entrance option, and others alike.
3. Preparing specific officers who periodically tours the area to observe the safe distancing arrangement, using masks, as well as various information providers to visitors/participants.
4. On the queuing lane in outdoor events, other than providing signage on the ground/asphalt, using barricades or queuing ropes.
5. Queuing lanes are arranged to not block the emergency lane.
6. In each queuing area, must provide signages of distance line that are clearly visible by the visitors, and maintain distance of 1 meter each to the front/back, 1 meter to the side.

7. During the inspection of goods, participants open their own bags so that the officers do not touch the bags and goods owned by the participants/guests.
8. Requiring the installation of information and direction/signage in the queuing area that consists of health rules explanation.

- **GUESTS INSIDE THE VENUE**

1. Not carrying out activities that cause crowding.
2. Seating places/chairs are arranged to have 1-meter distance or for permanent chairs to clear a few chairs to comply with the implementation of distancing arrangement.
3. Not putting items/goods that are on the tables of guests/visitors and provide items/goods that are packaged individually if possible such as stationaries, drinking glasses, and others.
4. Implementing maintenance of distance may be carried out by providing signage on floors with a minimum of 1 meter.
5. If providing foods/drinks:
 - Drinks may only use water of single use packaging.
 - Prioritizing the food serving by using single use packaging.
 - Foods in a buffet manner are only allowed to be served by only 1 (one) officer who wear complete PPE; Masks, Gloves, and Face Shields.
6. Required to provide officers that are using face shields/masks and gloves who patrols by wearing neat, polite, and friendly clothing, who are authorized to provide information, enforce health rules, and become examples of healthy behavior.

7. Event host reminding participants to comply with Health Protocols and other rules periodically.

- **GUESTS EXITING FROM THE VENUE**

1. Arranging exit lanes for guests/participants to avoid crowding, such as visitors sitting at the very back or nearest the exit are arranged to exit first, arrange to exit in queues by keeping maintenance of safe distance, until the front row and others.
2. Ensuring disinfection process to tables and chairs along with equipment used by guests/visitors to be carried out with higher levels of hygiene.
3. Ensuring the use of gloves and masks when carrying out work of cleaning and also handling wastes and trash in the meeting place.
4. Providing sufficient number of officers to arrange exit process, assisted by instructions using speakers, until visitors exit the event gate.

V. ADDITIONAL PROTOCOL FOR BUSINESSES OF GOLF COURSE IN THE CONTEXT OF ORGANIZING GOLF COMPETITIONS

A. PRE-REQUIREMENTS FOR EVENTS

1. Shall carry out/comply with **General Protocols**.
2. Proposing application of **technical recommendations** to the Tourism and Creative Economy of DKI Jakarta Service Office.
3. Taking care of licenses for activities in accordance with the applicable provisions.
4. Event organizer shall also pay attention/be guided by the **Protocols of Organizing Showcases in Outdoors**.

B. BUSINESS ACTORS/ORGANIZERS

1. Ensuring all workers/teams involved understand the prevention of the COVID-19 transmission.
2. Installing information media in strategic locations to remind visitors/participants to always comply with the requirements of minimum distancing of 1 meter, maintain hand hygiene and discipline in wearing masks.
3. Providing hand washing facilities with soap that are sufficient and accessible to workers/participants/visitors.
4. Providing hand sanitizers in meeting/activity areas such as entrances, lobbies, receptionist/registration tables, and other public areas.
5. If the activity is carried out indoors, always maintaining air quality in the rooms by optimizing air circulation and sun light, as well as carrying out cleaning of AC filters.
6. Carrying out periodical cleaning and disinfecting (at least three times a day) particularly on door handles and banisters, chairs, tables, microphones, elevator doors, and other public facilities.

7. Prohibiting entry for visitors/participants/officers/workers that have symptoms of fever, coughing, runny nose, sore throat, and/or shortness of breath.
8. Prohibiting entrance except for tournament participants.
9. Providing place for temporary isolation for participants suspected to have been symptoms alike of COVID-19 exposure.
10. Pre-events for golf tournaments/before tournaments are carried out:
 - Ensuring the number of participants that may participate in the tournament is 50% from the normal capacity or/and not more than 160 participants. This number shall be adjusted with the flow, capacity of the restaurants, and locker areas in the club house.
 - Firmly arranging the number of arrivals of tournament participant:
 1. First stage:
Semi shot gun format with a maximum of 48 (forty eight) people.
 2. Second stage:
After the arrival and departure of participants to the tee area is arranged based on the tee time format with minimum interval of 7 (seven) minutes. Departure of participants to each tee areas are 8 (eight) persons per tee time.
 - Layout for participant's place for meal and to carry out ceremonial offline (chairs, tables, stages, sound system equipment and officers) are arranged by complying with the rule of minimum physical distancing of 1 meter.
 - Providing special rooms outside the meeting/event place as health posts with health teams.
 - Circulating information through electronic mails/digital messages to tournament participants regarding health protocols that must be implemented when following tournaments.

- Reservations/registrations and filling the online form of self-assessment of COVID-19 risks (form 1), not allowed to participate in the events of meetings/activities if the result of self-assessment contains high risks.
- Payments carried out online.
- For tournament participants from outside the region, particularly outside of JABODETABEK, license to enter and implement prevention of disease when departing/arriving to comply with the applicable terms of provisions.
- Participants from outside of JABODETABEK shall bring evidence of health/free of COVID-19 in the form of Rapid results.
- Ensuring that the implementation of health protocols is carried out by all parties that are involved in such activity including third parties (consumption vendors/sound system and electrical vendors/other vendors that are directly related. Including carrying out disinfection spraying to all equipment and goods used for tournaments).
- Providing tools for body temperature screening in entrances for all visitors/participants/workers/other related parties.
- Considering the use of digital innovation and technologies to integrate virtual experience as a part of the event.
- Informing participants to bring their own personal equipment such as prayer equipment, stationaries, and others.
- Preparing health plans/procedures, exposure mitigations and emergency evacuations that are in accordance with the planned meetings/events.
- Appointing specific officers/teams to supervise and ensure all tournament implementation (officers, participants, and other supporters) have enforced health protocols.

- Specific officers/teams to act firmly if violation is found.

C. ARRIVAL OF TOURNAMENT PARTICIPANTS

1. Ensuring everyone involved in such activity is in healthy condition and carrying out body temperature screening at the entrance. If temperature of $>37.3^{\circ}$ C is found (2 screenings with an interval of 5 minutes), then is not allowed to enter the events of meetings/activities.
2. Ensuring everyone involved to maintain physical distancing of 1 meter in various forms, among others by implementing queueing procedures, providing special signage on floors, creating entry schedule for visitors and divided in various shifts or visitors are given options on the hour of arrival and entrance option, when ordering tickets, and others alike.
3. Preparing specific officers along the queues to supervise the safe distancing arrangement, using masks, as well as various information providers to visitors/participants.
4. All goods circulated to the participants by officers (goodie bags, scorecards, etc.) has been disinfected/sterilized.

D. WHEN TOURNAMENT PARTICIPANTS ARE IN THE CLUB HOUSE

1. If using seating, chairs are arranged to have 1-meter distance or for permanent chairs to clear a few chairs to comply with the rules of safe distancing.
2. Not putting items/goods that are in the tables of guests/visitors and provide items/goods that are packaged individually if possible, such as stationaries, drinking glasses, and others.
3. Implementing maintenance of distance may be carried out by providing signage on floors with a minimum of 1 meter.
4. Locker usage:
 - Minimum distance of lockers between participants of 1 meter.
 - Maximum participants in the lockers are 20 persons per 300m².

- Only provide drinking water in packages, not using dispensers.
 - Not providing personal equipment facilities that are touched by hands and used consecutively (for example combs, hairdryers, etc.)
5. If providing foods/drinks to carry out storing, processing, and serving protocols hygienically:
- Storing ingredients for foods/drinks:
 - a. Change packaging before stored in buildings/freezers.
 - b. Canned or packaged foods/drinks that are undamaged (cracked, dented, rusty).
 - c. Not expired.
 - Processing foods and drinks:
 - a. Officers that are processing foods/drinks (chefs) must wear masks protecting droplets and hats.
 - b. Equipment used has been sterilized and minimum temperature of 60-70° C.
 - Serving foods and drinks:
 - a. Prioritized serving with individual serving systems (packaged in boxes or lunch boxes).
 - b. If serving option uses the buffet system, only allowed serving by 1 (one) officer that is wearing complete PPE: Masks, Gloves, and Face Shields while keeping attention to safe distancing, both between participants or between participants and officers.
 - c. Drinks are served in packages (no refills).
 - Implementing Announcement of Winner:
 - a. All tournament participants wear masks during the occurrence of events.
 - b. Ceremonial events are carried out for a maximum of 30 (thirty) minutes.
 - c. The Master Ceremony (MC), singers, musicians shall not use Microphones or musical instruments together/alternately.

- d. Circulating lucky draws with digital systems. If using scorecard then all officers shall use gloves.
- e. Trophies and prizes of luck draws have been disinfected.

E. WHEN TOURNAMENT PARTICIPANTS ARE IN THE PARTICIPANT FIELD AND CADDIES

- 1. Participants and Caddies shall use PPEs (masks, gloves) when carrying out communications and serving gold equipment.
- 2. Shall always maintain minimum distancing of 1 meter with all persons.
- 3. Not allowed to gather in tee, green, shelter areas of more than 5 (five) people.
- 4. If one golf cart is used by 2 (two) players then must provide barriers for players and caddies.
- 5. Carrying out disinfection of golf cart & trolleys before and after used by the players.

FIELD FACILITIES

- 1. Providing minimum hand washing place of 4 points per 18 holes.
- 2. Providing hand sanitizer in all public area (driving range, lockers, lobbies, restaurants).

F. WHEN TOURNAMENT PARTICIPANTS ARE LEAVING THE CLUB HOUSE

- 1. Arranging exit lanes for guests/participants to avoid crowding, such as visitors sitting at the very back or nearest the exit are arranged to exit first, arrange exits row by row, until the front row and others.
- 2. Ensuring disinfection process to tables and chairs along with equipment used by guests/participants to be carried out with higher levels of hygiene.
- 3. Ensuring the use of gloves and masks when carrying out work of cleaning and when handling wastes and trash in the meeting place.

4. Carrying out health monitoring of the teams/committees/organizers.

Vi. ADDITIONAL PROTOCOL FOR BUSINESSES OF PHYSICAL FITNESS CENTER

A. General

1. Shall carry out/comply with **General Protocols**.
2. Not allowed for children under 9 years old to enter the area/sports area/location

B. EMPLOYEES

1. Working Area:
 - Working area must always be cleaned with disinfectant before and after operation.
 - Periodical disinfection to place/equipment that are frequently touched.
 - Availability of barriers to maintain distancing in visitor's chairs, queue in cashiers, queue in entrances on all areas and gaming area.
 - Availability of hand sanitizer in significant places within the gaming area.
 - All employees shall use face covers/face shields when working, each face covers are provided with the name of the employees and shall be cleaned before and after used with alcohol spray. Face covers/face shields are not allowed to be borrowed by other employees.
2. Socialization and education on understanding of the COVID-19 pandemic whether on the spread, symptoms, preventive actions through banners, pamphlets, posters and shall be installed in areas that are visible by the employees and visitors.
3. Limiting the capacity of the visitor to only 50% from the normal capacity.

C. BUSINESS PLACE

1. Providing barriers to limit entry access, until there is only one lane for entry access and one lane for exit access.
2. Providing direction of entry signs complete with signs of barriers/safe distancing.
3. Preparing information relating to prevention protocol of the COVID-19 transmission to areas that are visible.
4. Preparing visitor control cards in the number of capacities of each location.
5. Ensuring partitions as barriers to multiplayer machines has been correctly positioned.
6. Ensuring distance between players with a minimum range of 1 meter.
7. Queue position stickers installed with a minimum distance of 1 meter.
8. Separator stickers for seating positions have been correctly installed, ensuring that there is minimum distance of 1 meter between visitors that are sitting.
9. Before operational hour starts, ensuring the floor area has been mopped, cashier tables and redemption has been cleaned and used disinfectant solution.
10. Cleaning areas that have been touched by players with liquid disinfectant.
11. Carrying out encouragement/announcement relating to obligations in periodically carrying out protocols through speakers.

D. ENTRY ACCESS OF VISITORS

1. Placing officers in all entry access to the location.

2. Carrying out visual screening to supervise whether visitors show COVID-19 symptoms alike.
3. Ensuring that all visitors must and have worn masks correctly and are not allowed to enter if they are not wearing masks.
4. Carrying out body temperature screening by using body temperature gauge/thermo gun.
5. Visitors with body temperature of $>37.3^{\circ}$ C, not allowed to enter.
6. Visitors shall clean hands with hand sanitizer and/or wash hands with soap on running water.

E. CASHIERS

1. On duty cashiers shall always ensure that the cashier areas are always clean by cleaning them using disinfectant.
2. Cashier greetings by showing greetings and nodding their head without touching.
3. Cashiers encouraging visitors to carry out non-cash transactions.
4. Cashiers cleaning pad buttons on EDC equipment with alcohol every time the machine is used for payment with credit cards/debit.
5. Cashiers shall routinely clean their hands using hand sanitizer.

F. REDEMPTION COUNTER

1. Officers ensure that the redemption counter areas, computers, and ticket machines are always clean by cleaning them using disinfectant.
2. Officers keep carrying out greetings by showcasing greetings and nodding their heads, therefore the visitors can still receive greetings even if masks are worn.
3. Officers direct visitors to put their tickets on top of the redemption counters to avoid physical contact.

4. Officers put souvenirs that will be exchanged by the visitors on the redemption counters and direct visitors to take them.
5. Officers say thank you, greet, and nodding their heads.
6. Officers shall routinely clean their hands using hand sanitizer.

G. OPERATIONAL OF GAME AREA

1. Officers are equipped with cleaning tools such as alcohol/disinfectant spraying tools and dry wiping cloth.
2. Officers carrying out cleaning activities more routinely. Ensuring to clean areas touched by the visitors and other gaming equipment with disinfectants.
3. Officers supervise the movement of the visitors and ensuring that the physical distancing protocols are still running.
4. Officers maintain distance between machines to maintain safe distance between players (minimum of 1 meter).
5. When encountering visitors, ensuring minimum distance of 1 meter and keep serving with genuineness and maximally.

H. OPERATIONAL OF RIDES

1. Officers use PPE such as masks, gloves, face shields/goggles.
2. Officers carrying out cleaning activities more routinely. Ensuring to clean areas touched by the visitors and other gaming equipment with disinfectants.
3. Officers supervising and reminding visitors that queuing to line up in accordance with the queuing lines that have been provided. For children who are visiting may be accompanied by their guardian on the same queuing line.

4. Officers direct players so that one pair of chairs are only seated by 1 player, except if the player requires guidance. For vehicles that are lined up, provide a gap of 1 chair between the players.
5. Officers saying thank you, showing greeting without touching and nodding their head.
6. No physical contact between officers and players. If child visitors are still accompanied by their guardian, then the officers explain politely to the guardian to be able to help the child visitor and children who are having difficulties in entering/exiting the rides, then visitors may help by minimizing physical contact.

I. OPERATIONAL OF SOFTPLAY & TRAMPOLINE

1. Officers use PPE such as masks, gloves, face shields/goggles.
2. Officers carrying out cleaning activities more routinely. Ensuring to clean areas touched by the visitors and other gaming equipment with disinfectants.
3. Officers guarding the gaming doors provides short explanations to children and guardian for players to maintain distance with other players when playing as one of the physical distancing protocols.
4. Officers say thank you, do greetings without touching and nodding their heads.
5. Efforts to avoid physical contact between officers and players. If child visitors are still accompanied by their guardian, then the officers explain politely to the guardian to be able to guide the child visitors. If there is no one accompanying them and the children are experiencing difficulties, then the visitors can be helped by minimizing physical contact.

VII. ADDITIONAL PROTOCOL FOR BILLIARD BUSINESSES

A. CUSTOMERS

1. All tourism businesses are required to comply with the general protocol of COVID-19 transmission prevention in the tourism business sector as set out in appendix I of this Decree.
2. Recommended to bring their own stick.
3. Required to wear masks and special gloves.
4. Filling out customer visitation log truthfully to be able to know the data if it is needed at any time.
5. Customers who do not bring their own masks and special gloves for billiard are not allowed to play.
6. Returning sticks to the place provided.

B. MANAGERMENTS

1. Arrangement of distance between billiard tables are limited to a minimum of 1 meter.
2. Maximum number of players on 1 table is 4 people.
3. Equipment (stick) only when customers are going to play and are returned after use.
4. Sticks are cleaned after use by customers.

C. GENERAL RULES FOR STAFF

1. Staff are required to wear masks in all billiard areas, with the provisions:
 - a. Masks worn by staff and/or customers may be in the form of medical masks as well as cloth masks.

- b. To wear cloth masks, they must be replaced every 4-6 hours of use. It is recommended that staff bring a minimum of 2 of cloth masks every day and use new cloth masks every time they work.
- c. Staff may only take masks off when eating but must still pay attention to a safe distance.

D. PROTOCOL/NEW NORMAL STANDARD OPERATING PROCEDURES

- 1. Protocol for Entering and Exiting Areas (security):
 - a. For customers who brought their own equipment, disinfection/cleaning is facilitated.
 - b. Minimizing physical contact as far as possible with staff and/or customers.
 - c. Paying attention to safe distance of people who will enter the area.
 - d. If there are people with body temperatures above normal body temperature, particularly for staff, immediately report this to the Office.
 - e. Operational officers are required to wear Face Shields/Goggle Masks, Masks, and Disposable Gloves while on duty.
 - f. Sanitation of equipment that are used (thermometers, pens, employee body temperature logs, customer visitation logs, including gloves that are worn) by using sanitizers or antiseptic wet wipes.
 - g. If the billiard area is crowded enough security has the right to inform bowling visitors to wait outside while maintaining a safe distance.

E. PROTOCOL FOR CLEANERS

- 1. Cleaners are required to wear masks, Disposable Gloves, and shoes while on duty.
- 2. Minimizing physical contact as far as possible with other people.

3. Gloves must always be sanitized after and before cleaning/transporting trash.
4. Washing hands as frequently as possible with running water and soap in accordance with correct directions.
5. All objects in public areas must be thoroughly cleaned such as door handles, toilet seats, toilets, taps, and all shared areas such as seats, tables, etc. must be cleaned thoroughly at all times.
6. Washcloths used to clean public areas must always be replaced after use. They must be soaked first in a disinfectant fluid, then washed and dried before being used again.
7. Washing all trash cans before being used every day.
8. Utilizing clean plastic bags to layer every trash can used before operational hours.
9. All floor areas must be cleaned with carbolic soap/antiseptic.
10. All indoor areas such as office areas, locker room areas or *prayer room* are recommended to be disinfected with spray every day before operational hours.
11. Requiring all cleaners to always be standing by in the area.
12. Ensuring that 5 minutes before shift change, must be standing by in the area.

VIII. ADDITIONAL PROTOCOL FOR BOWLING BUSINESSES

A. CUSTOMERS

1. All tourism businesses shall comply with the general protocol of COVID-19 transmission prevention in the tourism business sector as set out in appendix I of this Decree.
2. Recommended to bring their own bowling equipment.
3. Filling out customer visitation log truthfully to be able to know the data if it is needed at any time.
4. Customers who will bowl will be limited to the maximum number of people per lane and if the bowling area is at maximum capacity then the security has the right to limit customers entering the bowling area.
5. Customers who are not bringing their own bowling equipment are required to wear rental shoes and socks when bowling and are not allowed to share.
6. Returning house balls and house shoes to the place provided.

B. GENERAL RULES FOR STAFF

1. Staff are required to wear masks in all bowling areas, with the following provisions:
 - a. Masks worn by staff and/or customers may be in the form of medical masks as well as cloth masks.
 - b. To wear cloth masks, they must be replaced every 4-6 hours of use. It is recommended that staff bring a minimum of 2 of cloth masks every day and use new cloth masks every time they work.
 - c. Staff can only take masks off when eating but must still pay attention to a safe distance.

C. PROTOCOL/ STANDARD OF NEW NORMAL OPERATING PROCEDURES

1. Protocol for Entering and Exiting Bowling Areas (security):

- a. For customers bringing their own equipment, must firstly carry out disinfection/cleaning.
- b. For couriers bringing items or documents, they must also be disinfected.
- c. Not allowed to open/close customer car doors.
- d. If necessary, the lobby door will be left open so that people can enter without opening the door and holding the door handle.
- e. Minimizing physical contact as far as possible with staff, caddies and/or customers.
- f. Keeping attention to safe distance of people who will enter the bowling area.
- g. If there are people with body temperatures above normal body temperature, especially for staff, immediately reporting this to the Office.
- h. Required to wear Face Shields/Google Masks, Masks, and Disposable Gloves while on duty.
- i. Sanitation of equipment used (thermometers, pens, employee body temperature logs, customer visitation logs, including gloves that are worn) using sanitizer or antiseptic wet wipes.
- j. If the bowling areas are crowded enough security has the right to inform bowling visitors to wait outside while maintaining a safe distance

D. PROTOCOL FOR CLEANERS

- 1. Cleaners must wear masks, Disposable Gloves, and shoes while on duty.
- 2. Minimizing physical contact as far as possible with other people.

3. Gloves must always be sanitized after and before cleaning/transporting trash.
4. Washing hands as frequently as possible with running water and soap in accordance with the correct directions.
5. All objects in public areas must be thoroughly cleaned such as door handles, toilet seats, toilets, taps, and all shared areas such as seats, tables, etc., must be cleaned thoroughly at all times.
6. Washcloths used to clean public areas must always be replaced after use. They must be soaked first in a disinfectant fluid, then washed and dried before being used again.
7. Washing all trash cans before being used every day.
8. Utilizing clean plastic bags to layer every trash can used before operational hours.
9. All floor areas must be cleaned with carbolic soap/antiseptic.
10. All indoor areas such as office areas, locker room areas or *prayer room* are recommended to be disinfected with spray every day before operational hours.
11. Requiring all cleaners to always be standing by in the bowling area.
12. Ensuring that 5 minutes before shift change, must be standing by in the bowling area.

E. PROTOCOL FOR SHOES RENTAL MAINTENANCE

1. Staff provide directions for customers who will rent shoes to queue according to the existing line boundary on the floor.
2. House shoes that are given are limited to 1 pair of shoes per customer. It is not allowed to take turns.
3. All use of house shoes must be accompanied by the use of socks.

4. House shoes that have been used and returned by the customers must be placed in a special area and then disinfected/cleaned. This also applies for house shoes that are returned because of a change in size.
5. Minimizing physical contact as far as possible with other people.
6. Must wear Face Shields/Goggle Masks, Masks, and Disposable Gloves while on duty.
7. Sanitation of equipment used (thermometers, pens, employee body temperature logs, customer visitation logs, including gloves that are worn) using sanitizer or antiseptic wet wipes.
8. The inside and the Soles of shoes are cleaned with disinfectant spray.

D. PROTOCOL FOR PRO SHOP ATTENDANTS

1. The amount of people inside of the Pro Shop is limited to a maximum of 3 people (both staff and customers).
2. Minimizing physical contact as far as possible with other people.
3. Required to wear Face Shields/Google Masks, Masks, and Disposable Gloves while on duty.
4. Always cleaning equipment (including gloves that are worn while on duty) or objects that have been touched together using sanitizer or antiseptic wet wipes.
5. Not allowed to smoke or use electric cigarettes in the Pro Shop area, without exception for staff or customers.
6. No longer allowing gathering in the outer lobby area, locker area, shoes rental, billiard, *prayer room*, smoking area as well as league room area.

E. Protocol for Instructors

1. Instructors shall wear Goggle Masks, Masks, and Disposable Gloves while on duty.

2. Always cleaning equipment (including gloves that are worn while on duty) or objects that have been touched together using sanitizer or antiseptic wet wipes.
3. Minimizing physical contact as far as possible with other people.
4. For customers who are not bringing their own bowling equipment, ensuring 1 customer only uses 1 house ball to prevent contamination.
5. All balls/house balls must be cleaned both the surface as well as the inside before operational hours and after use.
6. House balls that have been used by players are placed in a special place for disinfection/cleaning/sanitation by instructors.
7. For customers bringing their own bowling equipment, it is recommended to touch it only after sanitation. If possible avoid touching items/objects that aren't necessary.
8. All consoles/touch screens must also be cleaned before operational hours and after being used.
9. Ball return and approach must also be cleaned before operational hours and after being used.
10. No longer allowing gathering in the outer lobby areas, locker areas, shoes rentals, billiards, prayer rooms, smoking areas as well as league room areas.

IX. ADDITIONAL PROTOCOL FOR SKATING/ICE SKATING BUSINESSES

A. GENERAL

1. Required to implement/conforming to **General Protocol**.
2. Not allowing **children under 9 years old** to enter the location/game/sports area.

B. ENTRANCE/FRONT DOOR

1. At entrance areas, hand sanitizer will be given by staff and body temperature will be screened, as well as holding back the public that are not wearing masks.
2. The flow of entrance will be directly divided between students and the public, to provide a sense of safety and security for each target customer. This also makes division to determine the number of the public and the number of students easier.
3. LCD TVs will be installed to indicate the session number and how many people are available to enter (public, visitors, chaperons, and students).
4. All queues will be carried out outside the area and given a safe distance/1 meter as well as providing signage.
5. All staff shall wear gloves and masks while on duty.
6. The flow of entrance will be made in snake form of 1 section/line, when eligible customers enter the business area.
7. Every transaction will use a small tray to carry out transactions and avoid physical contact (2 trays: 1 for money, 1 for socks and gloves).
8. Shall wear socks before entering the gate.

C. TOILET/RINSE/CHANGING ROOM AREA

1. Every urinal is given safe distance.
2. The queue area is given signage of safe distance.
3. Encouragement for several people that rather be inside, if the capacity exceeded it is recommended to wait outside (infographic).
4. Housekeeping shall periodically carry out spraying and cleaning of flush handles, slot keys.

D. SKATE RENTAL AREA

1. Wearing shoes are given a safe distance and sit in 1 row to provide a sense of security and comfort when wearing shoes.
2. Each queue is given a distance of 1 meter by using cross signs.
3. Every shoe that will be given must be sprayed with disinfectant, before and after use.
4. Officers who are helping to put on shoes cannot touch feet (taking the shoes off, inserting the feet, helping to tie) and are required to wear masks and gloves.

E. CLEANING BENCH AREA

1. To provide a sense of security and comfort, the bench area that is provided will be affixed with black duct tape to give space and will be done before operating.
2. Stools/chairs are arranged and adjusted in the field to prevent the buildup of customers on benches and will be adjusted according to the maximum number of people that can be in the rink.
3. Each housekeeping will be on duty periodically after each session change to spray disinfectant onto the benches/chairs.
4. Spraying disinfectant in the waiting area regularly.

F. ICE RINK

1. Every person entering the ice rink will be counted as a person who has entered the maximum quota of people in the rink including the Rink Guard, Coaches, Students.
2. The Rink Guard who is entering the ice-skating area is still required to wear gloves, masks and goggle masks, but if this is not possible then disinfectant spray must always be carried in their jacket pocket.
3. The Rink Guard on duty shall reprimand people not wearing masks during the ice rink. (this may change in accordance with the decision whether people in the rink are required /are not wearing masks)
4. At any time while on duty, hand sanitizer shall be sprayed onto the hands to ensure a sense of safety and security for customers when physical contact is required (helping the fallen, providing skating aid, etc.)
5. Carrying out disinfection of the rink edge area and the rink side bar that is frequently held by the customers especially people resting or holding on for fear of falling.
6. At the rink edge area or the dasher boards information will be provided to maintain a safe distance of 3 meters each.

G. LOCKER AREAS

1. Use of lockers for visitors is limited to 50% of the total capacity.
2. Carrying out periodic cleaning after use.
3. Disinfecting all areas that are frequently touched by customers.

X. ADDITIONAL PROTOCOL FOR SPORTS CENTERS/FITNESS CENTERS

A. HYGIENE AND SANITATION STANDARD IMPLEMENTATION

1. All tourism businesses shall comply with general protocols.
2. Body temperatures above 37.3°C are prohibited from entering.
3. Prohibiting employees and customers who have symptoms such as flu, cough, runny nose, fever from coming to the place of business.
4. Providing single use cloth masks (non-PPE) for visitors.
5. Providing hand sanitizers and hand washing facilities as well as soap for visitors and employees.
6. Providing hand sanitizers at entrances/exits, at the corners of rooms, and the cashier area.
7. Every day when closing, cleaning tools and equipment with cloth/spray using disinfectant.
8. Requiring the carrying out of spraying disinfectant in all business areas.
9. Management directing all transactions to be carried out on a non-cash basis, if this is not possible a money sterilizer must be owned and the money resulting from transactions must be sterilized periodically.

B. MANAGEMENT & EMPLOYEES

1. Washing hands with soap and running water for 20 seconds in accordance with health standards before and after work, and informing visitors.
2. If coughing or sneezing immediately cover the nose and mouth with tissues or sleeves, and immediately replacing the cloth mask with a clean one.
3. Sterilizing tools and equipment with disinfectant before business begins.

4. All employees on duty in the area are required to wear masks (recommended to be cloth masks) and gloves.
5. Providing medical equipment sets such as hand sanitizer at the corners of business areas and the security desk.
6. Not employing workers above 45 years old as front liners.
7. If there are visitors not wearing masks, they must be removed from the room/may not be served.
8. Management is required to provide a temporary isolation room if there are visitors (after entering the area) with a body temperature above 37.3°C to be followed up with medical staff.
9. Sterilizing tools and goods that are frequently touched using cleaning product/70% Alcohol.
10. Sterilizing tools and equipment periodically with disinfectant.
11. Avoiding physical contact in any form with visitors (such as shaking hands).
12. Employees are recommended to be able to detect guests who seem sick.

C. IMPLEMENTATION OF PHYSICAL DISTANCING

1. Greeting without shaking hands (without physical contact) between employees as well as visitors.
2. Reducing the number of facilities/business capacity to half of normal to ensure a safe distance of at least 2 meters.
3. Limiting the number of people in the business, ensuring a safe distance of at least 2 meters.
4. Marking the cashier queue area with a distance of at least 1 meter.

D. ADDITIONAL REGULATIONS

1. As a precaution for the prevention of the spread of COVID-19, it is decided to temporarily stop access to members from abroad using International Passport from Wednesday, March 11, 2020 until further notice. All SPORT CENTER/FITNESS CENTER clubs in these countries will be notified.
2. Preparing signages on the floor to ensure physical distancing of at least 1,5 meters between members and staff is maintained, among other including at entrances, sports areas, class areas as well as changing rooms.
3. Complying with government regulation to limit the amount of club visitors to a maximum of 50% of the total capacity of the club at any time with various initiatives as contained in this memo.
4. Reducing seating and table capacity for members to as much as 50% as well as maintaining a minimum distance of 2 meters between seating and tables.
5. Arranging workplaces as well as limiting the capacity of sports equipment by ensuring a minimum distance of 1,5 meters is maintained, including by not activating 50% of exercise machines such as treadmills, static cycles, etc.
6. Reducing the capacity of lockers to 50%-60% in each club. The amount of hair dryers is also reduced by 50% and cotton buds are no longer provided
7. Reducing the schedule of classes by 50% as well as limiting the amount of participants in Group Fitness to 50% and inside the class areas are markers on the floors with a distance of 4 square meters (2 x 2 meters) between members as well as deactivating 50% of static cycles in cycling classrooms.
8. Providing 15-30 minutes of free time between classes so that the cleaning team can sanitize classrooms and equipment in the class.

9. Installing health messages in the form of printed media in the club or digital media (how to wash hands, how to prevent COVID-19 infection, coughing and sneezing etiquette, etc.) in places that are strategic and can be seen by members/guests/staff, especially implementation of the Catch it – Bin it – Kill it – Beat it campaign in clubs to ensure that the gym is safe and clean.
10. Installing messages expressing habits as well as new regulations that must be complied with by staff and members such as, maintaining physical distancing and SPORT CENTER/FITNESS CENTER initiatives in preventing the spread of COVID-19.
11. Not providing several exercise equipment that are used together such as Yoga Hammocks and boxing gloves. Steam room and saunas are deactivated until further notice.
12. Swimming pool facilities are also deactivated until further notice.
13. All Clubs shall have a minimum of 5 MOD (Manager on Duty) in every club which consists of Club Manager, Division Manager, and Division Team Leader which has the additional duty to ensure that all procedure, regulations and provisions for the prevention of the spread of COVID-19 goes well and is obeyed by staff and members/guests.
14. If in the SPORT CENTER/FITNESS CENTER environment there is someone showing flu symptoms, then that person shall be brought to an isolated room in the club and given first aid. In accordance with health and safety procedures that we have, staff shall contact the closest Hospital and that person's emergency contact.
15. If in the SPORT CENTER/FITNESS CENTER environment someone is infected with the COVID-19 Corona Virus, then there will be a closure within a maximum period of 2 (two) days for the cleaning period. SPORT CENTER/FITNESS CENTER will adapt and adjust to any prevention policy to prevent the to prevent the prevention of viruses in accordance with the advice of accredited parties.

E. CLUB SANITATION AND OTHER ADDITIONAL CLEANLINESS STEPS

1. SPORT CENTER/FITNESS CENTER clubs provide hand sanitizer and additional disinfecting spray for members and staff, among others at entrances/exits, sports areas, changing room areas as well as in every classroom.
2. All cleaning officers working while wearing personal protective equipment (PPE).
3. Our cleaning staff will implement additional health polices for the interest of members, among others focus on the cleaning of fitness equipment with disinfectant by cleaning staff in the busy period of mornings and afternoons/ evenings.
4. Ensuring all areas are clean and hygienic by carrying out cleaning (disinfection) periodically (once every 4 hours) especially in public areas visited by staff or members.
5. Carrying out fogging procedure with disinfection in all of the areas of the club before closing every 2 weeks.

F. REQUIREMENTS FOR STAFF OF SPORT CENTER/FITNESS CENTER

1. Club managers conduct an additional check list everyday containing all new SPORT CENTER/FITNESS CENTER initiatives in the prevention of the spread of COVID-19.
2. All staff must fill a declaration of health form provided by Human Resources (HRD). Staff classified as high risk are not allowed to work yet in according to the provisions.
3. Staff body temperature will be screened using contactless thermometers and recorded twice a day during working hours – if there are staff with a body temperature of 37.3°C or above and/or having flu symptoms, then such staff will be sent home and recommended to seek medical help.
4. Staff will work in a minimum of 2 shifts to limit the amount of staff working at any one time.

5. All staff wear masks. Exceptions are given to class teachers who are teaching. Class teachers are required to bring personal microphones.

G. Requirements for SPORT CENTER/FITNESS CENTER Staff

1. Club managers conduct an additional check list everyday containing all new SPORT CENTER/FITNESS CENTER initiatives in the prevention of the spread of COVID-19.
2. All staff must fill a declaration of health form provided by Human Resources (HRD). Staff classified as high risk are not allowed to work yet in according to the provisions.
3. Staff body temperature will be checked using contactless thermometers and recorded twice a day during working hours – if there are staff with a body temperature of 37.3°C or above and/or having flu symptoms, then such staff will be sent home and recommended to seek medical help.
4. Staff will work in a minimum of 2 shifts to limit the amount of staff working at any one time.
5. All staff wear masks. Exceptions are given to class teachers who are teaching. Class teachers are required to bring personal microphones.
6. GM/MOD will schedule staff to be trained to ensure an understanding of new behaviors and procedures, including basic hygiene and sanitation training to complement first aid training which is always updated annually.
7. Doing the “Namaste” greeting as a substitute for high fives or handshakes.
8. Shall frequently clean hands using hand sanitizer and soap, among others when entering and leaving the club. Shall cultivate coughing and sneezing etiquette.
9. Cleaning exercise equipment before and after use with the liquid disinfectant that has been provided.

10. PT staff are not allowed to make direct contact with members, avoiding paired exercises and using tools together without first cleaning with disinfectant fluid.

H. REQUIREMENTS FOR MEMBERS/GUESTS IN SPORT CENTER/FITNESS CENTER

1. To manage the club capacity, members are required to download the SPORT CENTER/FITNESS CENTER application and make a reservation in the application if they want to come to the SPORT CENTER/FITNESS CENTER and join a Group fitness class.
2. Members are required to complete and sign a declaration of health form as well as to understand additional club regulations in their first visit to the SPORT CENTER/FITNESS CENTER club.
3. All guests and members shall have their body temperature measured using contactless thermometers that are present at every door at the SPORT CENTER/FITNESS CENTER before entering. If their temperature is 37.3°C or more and/or having flu symptoms, then they shall not be allowed to enter and will be and recommended to seek medical help.
4. If there is staff requesting guests or members to leave the club/decides not to serve a member/guest in accordance with this policy, then the member/guest must accept this decision and obey it.
5. Members carry out personal check in at the reception desk to limit contact with staff.
6. Not crowding and shall queue/maintain a minimum distance of 1,5 meters in all club areas, especially shared facilities including reception area, gym, lockers, showers / toilets, etc.
7. Bringing your own personal equipment such as towels, mattresses, and other exercise support equipment.

8. Not permitting training together especially those involving physical contact.
9. Shall frequently clean your hands using hand sanitizer and soap, among others when entering and exiting the club. Shall cultivate coughing and sneezing etiquette.
10. Face masks are required to be worn before and after exercising. Using face masks is a choice if during exercising.
11. Not allowed to take photos together in close proximity.
12. Cleaning sport equipment before and after use with liquid disinfectant that has been provided.
13. Shall immediately notify club management if there are flu symptoms if I am conducting activities in the club area to determine the continuation of activities in the club. Members understand and accept that club management has the right to deny access to members if there is suspicion that the member's physical condition is not healthy or indicates flu symptoms or if other members report. Members accept that club management may prohibit members from entering the club for a specific period of time (if this is necessary) and Club management may report every suspected case of COVID-19 to be observed by health officials further.

I. COMPANY RESPONSIBILITIES

1. This policy relies on the cooperation of members and staff of the SPORT CENTER/FITNESS CENTER in implementing this policy and ensuring a safe environment for other people and other staff.
2. Club rules can be changed, differentiated, erased and added from time to time by SPORT CENTER/FITNESS CENTER policy. Members will be notified of any changes through notice boards at the club.
3. Working in this way will ensure that everyone can enjoy the benefits of health and fitness and help our community prevent and reduce the risk of COVID-19 and other diseases.

SSEK Translation
July 11, 2020



Head of the Tourism and Creative
Economy Service Office
Special Capital Region of Jakarta
Province

(Signed and Stamped)

Cucu Ahmad Kurnia
NIP 197101081998031005

APPENDIX III
 DECREE OF THE HEAD OF TOURISM AND
 CREATIVE ECONOMY SERVICE OFFICE OF DKI
 JAKARTA PROVINCE
 NUMBER 140 OF 2020
 REGARDING PROTOCOL FOR THE PREVENTION
 OF THE COVID-19 TRANSMISSION IN THE
 TOURISM BUSINESS SECTOR DURING THE
 TRANSITIONAL PERIOD TO A HEALTHY, SAFE
 AND PRODUCTIVE SOCIETY

MECHANISM FOR THE CONTROL OF TOURISM INDUSTRY HEALTH PROTOCOL

| I | GENERAL DATA | | | |
|-----------|--|---|--------------------|------------------------|
| 1 | Company Name | : | | |
| 2 | Business Name | : | | |
| 3 | Business Type | : | | |
| 4 | Business Address | : | | |
| 5 | Name of Person in Charge | : | | |
| 6 | TDUP Number | : | | |
| 7 | Manpower Data | : | Before PSBB | People |
| | | : | After PSBB | People |
| | | | | |
| II | CONTROL OF INTERNAL HEALTH PROTOCOL | | | |
| | FORM OF CONTROL | | IMPLEMENTED | NOT IMPLEMENTED |
| 1 | Providing COVID-19 health protocol information to workers and visitors (explanation/direction of infographics, banners, leaflets and/or explanation of information in other forms) | | | |
| 2 | Always monitoring and updating development of information regarding COVID-19 in its area periodically. | | | |

| | | | | |
|----|--|--|--|--|
| 3 | Formation of COVID-19 Mitigation Team in the workplace in accordance with Minister of Health Decree No. HK 01.07/MENKES/328/2020. | | | |
| 4 | Limiting the number of workers. | | | |
| 5 | Limiting the age of workers above 45 years to be placed in places without risks | | | |
| 6 | Arrangement of working from home. | | | |
| 7 | Setting a safe distance between workers. | | | |
| 8 | Requirement to wear masks and gloves. | | | |
| 9 | Coughing/Sneezing etiquette. | | | |
| 10 | Avoiding the use of personal tools together. | | | |
| 11 | Body temperature screening | | | |
| 12 | Providing facilities and infrastructure for hand washing with soap and running water or washing yourself (hand sanitizer with a minimum alcohol concentration of 70% in necessary places | | | |
| 13 | Workplaces are always in a hygienic condition (Sanitation and hygiene) | | | |
| 14 | Carrying out periodic disinfection of the workplace. | | | |
| 15 | Providing vitamins and additional nutrition for workers. | | | |

| | | | | |
|----|---|--|--|--|
| 16 | Providing health facilities and isolation rooms. | | | |
| 17 | Continue to provide the usual rights received for workers hospitalized due to COVID-19. | | | |
| 18 | Arrangement of work times that are not too long (overtime) which will result in workers lacking time to rest which can cause a decrease in the immune system/bodily immunity. | | | |
| 19 | Prohibition of coming to work for employees with a body temperature of >37.3 degrees Celsius or more and who have symptoms of fever/sore throat/cough/runny nose/shortness of breath. | | | |
| 20 | Making provisions regarding sanctions for workers violation health protocol provisions. | | | |
| 21 | Operational hours follow Governor Regulation No. 18 of 2018 Article 39 or Head of PAREKRAF Decree No. 135 of 2020. | | | |

MECHANISM FOR THE CONTROL OF TOURISM INDUSTRY HEALTH PROTOCOL

| I | GENERAL DATA | | | |
|-----------|--|---|--------------------|------------------------|
| 1 | Company Name | : | | |
| 2 | Business Name | : | | |
| 3 | Business Type | : | | |
| 4 | Business Address | : | | |
| 5 | Name of Person in Charge | : | | |
| 6 | TDUP Number | : | | |
| 7 | Manpower Data | : | Before PSBB | People |
| | | : | After PSBB | People |
| | | : | | |
| II | CONTROL OF INTERNAL HEALTH PROTOCOL | | | |
| | FORM OF CONTROL | | IMPLEMENTED | NOT IMPLEMENTED |
| 1 | Providing hand sanitizers at entrances. | | | |
| 2 | Body temperature screenings at entrances. | | | |
| 3 | Providing hand sanitizers and/or hand washing facilities with soap and running water in places that are easily seen. | | | |
| 4 | Not providing hand towels that are used together. | | | |
| 5 | Maintaining a safe distance in seating. | | | |
| 6 | Marking safe queue distance marking. | | | |
| 7 | Limiting the number of guests/visitors to 50% of capacity. | | | |
| 8 | Prohibition from entering for guests/visitors with a body temperature of >37.3 degrees Celsius or more and who have symptoms of fever/sore | | | |

| | | | | |
|--|---|--|--|--|
| | throat/cough/runny nose/shortness of breath. | | | |
|--|---|--|--|--|

II. RESULT OF MONITORING/CONTROL

| | | | |
|----|----------------------|---|--|
| 1. | Result of Monitoring | : | |
| 2. | Conclusion | : | |
| 3. | Follow-up | : | |

Knowing:
 Company

Officer

Full Name :
 Position :
 Phone Number :

1.
2.
3.
4.
5.

Head of the Tourism and Creative
 Economy Service Office

SSEK Translation
July 11, 2020



of the Special Capital Region of
Jakarta Province

(Signed and Stamped)

Cucu Ahmad Kurnia
NIP 197101081998031005

APPENDIX IV
DECREE LETTER OF THE HEAD OF TOURISM
AND CREATIVE ECONOMY SERVICE OFFICE OF
DKI JAKARTA PROVINCE
NUMBER 140 OF 2020
REGARDING PROTOCOL FOR THE PREVENTION
OF THE COVID-19 TRANSMISSION IN THE
TOURISM BUSINESS SECTOR DURING THE
TRANSITIONAL PERIOD TO A HEALTHY, SAFE
AND PRODUCTIVE SOCIETY

**PROVISIONS LIMITING OPERATIONAL HOURS FOR TOURISM BUSINESSES OR
CERTAIN ACTIVITIES**

In order to minimize the risk of COVID-19 transmission, this hereby limits the operating hours for tourism businesses as follows:

A. Entertainment and Recreation:

1. Screening (theater) : 10.00 – 22.00
2. Film Production : Session I : 10.00 – 17.30
Session II : 20.00 – 03.30
3. Holding performances/watching together in open spaces :
 - Screenings must finish by 24.00.
 - Screenings of sports matches over 24.00 may only be conducted on weekends (starting Saturday 00.00 to Sunday 24.00)
 - Concerts (Music, Dance, Cultural Events) must finish by 24.00.

B. Organizing of Meetings:

1. Corporate Event (outdoor) : 10.00 – 20.00
2. Meeting : 08.00 – 20.00

C. Sports Recreation Arena:

1. Golf Course/Golf Tournament : 06.00 – 19.00

2. Fitness Center (Softplay, Trampoline) : 10.00 – 19.00
3. Billiard/pool house : 12.00 – 24.00
4. Bowling alley : 12.00 – 24.00
5. Skating/Ice Skating Rink : 10.00 – 20.00
6. Sport Center/Fitness Center : 06.00 – 20.00

Head of the Tourism and Creative
Economy Service Office of the
Special Capital Region of Jakarta
Province

(Signed and Stamped)

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