

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

NUMBER 1363 OF 2020

REGARDING

PROTOCOL OF COVID-19 PREVENTION AND, CONTROL IN OFFICES / WORKPLACES  
DURING THE TRANSITIONAL PERIOD TO A HEALTHY, SAFE, AND PRODUCTIVE  
SOCIETY

BY THE GRACE OF GOD ALMIGHTY

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

- Considering
- a. whereas in order to implement the provisions of Article 14 letter c Regulation of the Governor Number 51 of 2020 regarding the Implementation of Large-Scale Social Restrictions During the Transitional Period to a Healthy, Safe, and Productive Society, a protocol for COVID-19 prevention and control is in offices/workplaces during the transitional period to a healthy, safe, and productive society is necessary;
  - b. whereas to ensure that office/workplace activities during the transitional period comply with health requirements, protocols, infrastructures, and codes of conduct;
  - c. whereas based on the considerations in letters a and b above, it is necessary to stipulate a Decree of the Head of Manpower, Transmigration, and Energy Service Office of the Special Capital Region regarding Protocol Of Covid-19 Prevention and Control in Offices / Workplaces During the Transitional Period to a Healthy, Safe, and Productive Society.
- In view of
- 1. Law Number 3 of 1951 regarding Statement of the Enactment of Labor Supervision Law Year 1948 NR 23 of the Republic of Indonesia For All of Indonesia;
  - 2. Law Number 1 of 1970 regarding Work Safety;
  - 3. Law Number 13 of 2003 regarding Manpower;

4. Law Number 29 of 2007 regarding the Government of the Special Capital Region of Jakarta as the Capital of the Unitary State of the Republic Of Indonesia;
5. Law Number 23 of 2014 regarding Regional Government;
6. Law Number 6 of 2018 regarding Health Quarantine;
7. Government Regulation Number 21 of 2020 regarding Large-Scale Social Restriction to Accelerate the Handling of the Corona Virus Disease 2019 (COVID-19);
8. Regulation of the Minister of Health Number 9 of 2020 regarding Guidelines for Large-Scale Social Restriction to Accelerate the Handling of the Corona Virus Disease 2019 (COVID-19);
9. Special Capital Region of Jakarta Province Regional Government Regulation Number 6 of 2004 regarding Manpower;
10. Regulation of the Governor Number 33 of 2020 regarding Implementation of Large-Scale Social Restriction in Corona Virus Disease 2019 (COVID-19) Handling in the Special Capital Region of Jakarta Province;
11. Regulation of the Governor Number 51 of 2020 regarding Implementation of Large-Scale Social Restriction During the Transitional Period to a Healthy, Safe, and Productive Society.

HAS DECIDED:

- To Stipulate : PROTOCOL OF COVID-19 PREVENTION AND CONTROL IN OFFICES/WORKPLACES DURING THE TRANSITIONAL PERIOD TO A HEALTHY, SAFE AND PRODUCTIVE SOCIETY
- FIRST : This protocol is intended to become a reference for companies and officials in the process of implementing COVID-19 prevention and control in offices/workplaces during the transitional period to a healthy, safe, and productive society.
- SECOND : The Protocol of COVID-19 Prevention and Control in Offices/Workplaces During the Transitional Period to a Healthy, Safe, and Productive Society shall be implemented as follows:
- a. The management of the company shall form an Internal COVID-19 Task Force Team which consists of the management, the staffing department, the K3 department and health officers;

- b. Limiting the number of workers present in the offices/workplaces to a maximum of 50% (fifty percent) of the total number of workers;
- c. Making adjustments to the working days, working hours, work shifts and work systems to adapt to the conditions of the COVID-19 pandemic while still referring to health protocols;
- d. Making arrangements for the use of worker facilities in offices / workplaces to prevent the gathering of crowds (religious facilities, canteens, rest areas, sports facilities, entertainment facilities, etc);
- e. All workers and guests/visitors are required at all times to wear masks and other personal protective equipment as needed while being in the office/workplace environment;
- f. Conducting disinfection in the work environment regularly using the appropriate cleaners and disinfectants and maintaining the cleanliness of the work environment especially door handles and stair handles, elevator buttons, shared office equipment, areas and other public facilities;
- g. Measuring body temperature (screening) at every office/workplace entrance point;
- h. The company is required to provide hygiene sanitization tools such as hand sanitizers at every entrance area and the around the building;
- i. Providing facilities and infrastructure for washing hands or self-cleaning with soap and running water;
- j. Not carrying out Termination of Employment and continuing to provide the rights ordinarily received by workers who are conducting self-quarantine;
- k. Conducting COVID-19 Risk Self-Assessment, 1 (one) day before workers come to the office for all workers to ensure that the workers are not infected by COVID-19 and requiring guests/visitors to fill out the Self-Assessment Form;
- l. The company shall stipulate the maximum number of workers in one room by taking into taking into account the minimum distance between workers of 1 (one) meter (physical distancing).
- m. Maximizing the use of technology to reduce direct contact between workers;
- n. Minimizing the use of meeting rooms by maximizing virtual meetings even though within one area of the building;
- o. Health officers/ K3 officers/staffing department shall proactively monitor the health of the workers;
- p. Avoid sharing personal tools such as prayer tools, cutlery, etc;
- q. Every worker is urged to use private vehicles in traveling, preferably bicycle and walking;
- r. Providing supporting facilities for workers who cycle to the office/workplace (parking lots, shower facilities, etc.);

- s. Cleaning the office's operational vehicles and equipping same with personal protective equipment and hygiene sanitization tools as needed;
- t. Carrying out engineering of prevention of transmission such as installation of dividers or glass screens for workers who serve customers, etc.;
- u. Provide a separate area/room for observation of workers, guests/visitors who are found to be symptomatic during a screening;
- v. The company is required to provide work assignment order, ID card, and office uniform if available to any assigned worker;
- w. Workplace management must always keep up with the latest information as well as the warnings and instructions by the Central and Regional Governments related to Covid-19 in their regions, and inform the same to all workers through the most effective infrastructure and media;
- x. The company shall provide guidance for workers who do not implement protocol of Covid-19 prevention and control.

- THIRD : Reporting the implementation of protocol of Covid-19 prevention and control in offices / workplaces during the transitional period via the link: [bit.ly/bekerja-kembali](https://bit.ly/bekerja-kembali) as in Appendix I of this Decree.
- FOURTH : Making an Integrity Pact on the implementation of protocol of Covid-19 prevention and control in offices / workplaces during the transitional period to a healthy, safe, and productive society as in Appendix II of this Decree.
- FIFTH : Violation of the protocol of COVID-19 prevention and control in offices / workplaces during the transitional period may be subject to sanctions in accordance with the provisions of the laws and regulations.
- SIXTH : This Decree enters into force on the date of its stipulation.

Stipulated in Jakarta  
On June 5, 2020

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

(Signed and Stamped)

ANDRI YANSYAH  
NIP: 19700927 199101 1 001

Copies to:

1. Governor of DKI Jakarta Province
2. Deputy Governor of DKI Jakarta Province
3. Regional Secretary of DKI Jakarta Province
4. Assistant for Economy and Finance in the Regional Government of DKI Jakarta Province

Appendix I : Head of Manpower, Transmigration, and Energy Service Office of the Special Capital Region of Jakarta Province

Number : 1363 of 2020

Date : June 5, 2020

**CHECKLIST  
PROTOCOL OF COVID-19 PREVENTION AND CONTROL IN OFFICES/WORKPLACES  
DURING THE TRANSITIONAL PERIOD TO A HEALTHY, SAFE, AND PRODUCTIVE  
SOCIETY**

<b>I GENERAL DATA</b>							
<b>1</b>	<b>Company Name and Address</b>	:					
<b>2</b>	<b>Business Type</b>	:					
<b>3</b>	<b>Sector/Sub-sector</b>	:					
<b>4</b>	<b>Manpower Data</b>	:	<table border="1"> <tr> <td><b>Total Number of Workers</b></td> <td>..... people</td> </tr> <tr> <td><b>Number of WFO Workers During Transitional Period</b></td> <td>..... people</td> </tr> </table>	<b>Total Number of Workers</b>	..... people	<b>Number of WFO Workers During Transitional Period</b>	..... people
<b>Total Number of Workers</b>	..... people						
<b>Number of WFO Workers During Transitional Period</b>	..... people						
<b>II PROTOCOL OF PREVENTION AND CONTROL</b>							
	<b>Implementation of Prevention and Control</b>	<b>Already Done</b>	<b>Not Done</b>				
1	Establishment of the Company Internal COVID-19 Task Force Team						
2	Limit the number of workers to a maximum of 50% (fifty percent)						
3	Adjustments to working days, working hours, work shifts, and work systems  Example: Office hours 1. Active hours: 07.00 - 16.00 Break hours: 11.00 - 12.00 2. Active hours: 09.00 - 18.00 Break hours: 13.00 - 14.00						
4	Make arrangements for the use of worker facilities						
5	Require all workers and guests/visitors to wear masks and other personal protective equipment						

6	Conduct disinfection in the work environment regularly and maintaining work environment cleanliness		
7	Conduct body temperature measurement (screening)		
8	Provide hygiene sanitization tools such as hand sanitizers		
9	Provide facilities and infrastructure for washing hands with soap and running waters		
10	Not conducting termination of employment and continue to provide the rights ordinarily received by the workers		
11	Conduct COVID-19 Risk Self-Assessment, 1 (one) day before workers come to the office and require guests/visitors to fill out a Self-Assessment Form		
12	Observing the minimum distance between workers of 1 (one) meter (physical distancing)		
13	Maximize the use of technology to minimize direct contact between workers		
14	Proactively monitor the health of workers		
15	Encourage workers to use personal vehicles, preferably bicycles and walking		
16	Provide supporting facilities for workers who cycle to the office		
17	Clean up the office's operational vehicles		
18	Carry out engineering		
19	Provide a separate area / room for observation		
20	Provide assignment order, ID card, and office uniform if available to assigned workers		
21	Convey the latest information to all workers through the most effective infrastructure and media		
22	Provide guidance for workers who do not implement protocol of COVID-19 prevention and control		
23	Put up the Integrity Pact in an area of the company that makes it easy to read		

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

(Signed and stamped)

ANDRI YANSYAH  
NIP: 19700927 199101 1 001



Appendix II : Head of Manpower, Transmigration,  
and Energy Service Office of the  
Special Capital Region of Jakarta  
Province

Number : 1363 of 2020

Date : June 5, 2020

### INTEGRITY PACT

I, the undersigned

Name :

Position :

Company Name and Address :

Hereby declares the promise and commitment to comply with the protocol of COVID-19 prevention and control during the transitional period to a healthy, safe, and productive society:

1. Willing to comply with company policies and operations as well as its facilities to protect the health of employees in accordance with the protocol of COVID-19 prevention and control in offices / workplaces.
2. Willing to take action to ensure the implementation of the protocol of COVID-19 prevention and control in offices / workplaces.
3. Willing to carry out communications with employees and the public regarding the protocol of COVID-19 prevention and control in the office / workplace.
4. Willing to take action to ensure fair access to important services in the office / workplace.
5. Willing to cooperate in the process of epidemiological investigation/contract tracing by the relevant SKPD.

Thus, I made this Integrity Pact correctly. If I violate this Integrity Pact, I am willing to be sanctioned in accordance with the provisions of the applicable laws and regulations.

Jakarta, .....  
2020

Sincerely,

6,000 stamp duty

Signature and clear name