

**SECRETARY GENERAL OF THE MINISTER OF HEALTH OF THE REPUBLIC OF
INDONESIA**

Number : PK.02.01/B.VI/839/2020

March 5, 2020

Appendix : One Document

Regarding : Calls on Efforts to Prevent the Transmission of COVID-19 in the Workplace

To the Honorable (Appendix List)

in

Place

The WHO has stipulated COVID-19 (the Coronavirus Disease 2019) as a public health emergency that has become a Public Health Emergency of International Concern with risks of transmission between countries. COVID-19 is a disease that impacts the respiratory system, caused by the transmission of the virus by way of droplets which its cure and vaccine have not been found as of today. COVID-19 cases in Indonesia has been identified as of March 2, 2020. For the purpose of preventing the transmission of COVID-19 in the workplace, we appeal for the following:

1. Maintain both work areas and facilities to be cleaned and hygienically by way of cleaning the table surface, telephone, keyboard, elevator buttons, and other office supplies with disinfectant periodically.
2. Provide access for hand washing tools in the form of running water and soap or hand sanitizer in public work area places such as the door entrance, meeting room, elevator, restroom, and other.
3. Provide tissues and masks for employees and guest/customer/visitor who has symptoms of cough/runny nose, fever.
4. Install health messages in strategic places.
5. Develop clean and healthy lifestyle, among others:
 - a. Wash hands with soap and running water or hand sanitizer in a routine manner.
 - b. Limit face touching (nose, mouth, and eyes) before hand washing.
 - c. Implement coughing etiquette (covers nose and mouth with tissues or inner upper arm).
 - d. Use masks when coughing/having flu.
 - e. Limit handshakes.
 - f. Improve body immunity by consuming balanced nutrition, sufficient drinking water, and physical activity of a minimum of 30 minutes/day.
 - g. Maintaining distance with colleagues who has a fever/cough/sneezing.

6. Taking into account the country that has been infected with COVID-19 prior to conducting a business trip overseas and avoid assigning employees who have a risk of disease.
7. To always maintain health when carrying out a business trip to a country that has been infected, and to inform the office if he/she is sick after the trip and following the regulations stipulated in such country.
8. After returning from a business trip in an infected country, the employee is asked to self-monitor for symptoms arising in 14 days and to measure their temperature 2 times a day.
9. Conduct supervision of an employee returning from an infected country.
10. If an employee is found to have symptoms of fever over 38°C, runny nose/cough/throat pain/breathing difficulties to immediately contact medical workers.
11. Ministry/Agencies as the supervisor for the business sector to inform this policy to businesses under its supervision.
12. Multiply and disseminate information on preventing the spread of COVID-19 in internal communication broadcasting/media. Media information may be downloaded through the following link: <http://promkes.kemkes.go.id/kumpulan-flyer-pencegahan-virus-corona>.
13. Information regarding events of the development of the spread of COVID-19 virus may be accessed through:
 - a. Emerging Operation Center (EOC) Hotline: 021-5210411 and 081212123119
 - b. Halo Kemkes: 1500567
 - c. Twitter : @KemenkesRI
 - d. Facebook: @KementrianKesehatanRI
 - e. Instagram: @kemenkes_ri
 - f. Website: www.infeksiemergeng.kemkes.go.id, www.sehatnegriku.kemkes.go.id
14. Provide information and education regarding COVID-19 in a well and correct manner to the worker/employee/contractor.

We thank you for your attention and cooperation.

Secretary General

(Signed and Stamped)

drg. Oscar Primadi, M.Kes

NIP 196110201988031013

Copied to:

Minister of Health

Appendix Letter : Calls on Efforts to Prevent the
Transmission of COVID-19 in
the Workplace

Number : PK.02.01/B.VI/839/2020

Date : March 5, 2020

Appendix List

MINISTRY

1. Secretary of the Coordinating Ministry for Maritime Affairs
2. Secretary of the Coordinating Ministry for Human Development and Cultural Affairs
3. Secretary of the Coordinating Ministry for Economic Affairs
4. Secretary of the Coordinating Ministry of Political, Law, and Security Affairs
5. Secretary General of the Ministry of Home Affairs
6. Secretary General of the Ministry of Foreign Affairs
7. Secretary General of the Ministry of Defense
8. Secretary General of the Ministry of Religious Affairs
9. Secretary General of the Ministry of Law and Human Rights
10. Secretary General of the Ministry of Finance
11. Secretary General of the Ministry of Education and Culture
12. Secretary General of the Ministry of Social Affairs
13. Secretary General of the Ministry of Manpower
14. Secretary General of the Ministry of Industry
15. Secretary General of the Ministry of Trade
16. Secretary General of the Ministry of Energy and Mineral Resources
17. Secretary General of the Ministry of Public Works and Public Housing
18. Secretary General of the Ministry of Transportation
19. Secretary General of the Ministry of Communication and Informatics
20. Secretary General of the Ministry of Agriculture
21. Secretary General of the Ministry of Environmental and Population Affairs
22. Secretary General of the Ministry of Maritime Affairs and Fisheries
23. Secretary General of the Ministry of Village, Development of Disadvantaged Regions,
and Transmigration
24. Secretary General of the Ministry of Agrarian and Spatial Planning
25. Secretary General of the Ministry of Research and Technology
26. Secretary General of the Ministry of State-Owned Enterprises

27. Secretary General of the Ministry of Cooperatives and Small and Medium Scale Enterprises
28. Secretary of the Ministry of Tourism
29. Secretary of the Ministry of Woman Empowerment and Child Protection
30. Secretary of the Ministry of Youth and Sports Affairs
31. Secretary of the Ministry of the national Development Planning Agency / Chairman of the National Development Planning Board
32. Secretary of the Ministry of State Secretariat

AGENCIES

33. Secretary General of the Commission for the Eradication of Corruption
34. Main Secretary of the Creative Economy Agency
35. Main Secretary of the National Search and Rescue Agency
36. Main Secretary of the National Archive Agency of the Republic of Indonesia
37. Main Secretary of the Geospatial Information Agency
38. Main Secretary of the Indonesian Maritime Security Agency
39. Main Secretary of the National Civil Service Agency
40. Main Secretary of the National Population and Family Planning Agency
41. Main Secretary of the Capital Investment Coordinating Agency
42. Main Secretary of the Meteorology, Climatology, Geophysical Agency
43. Main Secretary of the National Anti-Narcotics Agency
44. Main Secretary of the National Agency for Disaster Management
45. Main Secretary of the National Counter-Terrorism Agency
46. Main Secretary of the National Agency for Placement and Protection of Indonesian Manpower
47. Main Secretary of the Drug and Food Regulatory Agency
48. Main Secretary of the Nuclear Energy Regulatory Agency
49. Main Secretary of the Center of Statistics Agency
50. Main Secretary of the National Standardization Agency
51. Main Secretary of the National Nuclear Energy Agency
52. Main Secretary of the State Administration Board
53. Main Secretary of the Indonesian Academy of Science Board
54. Main Secretary of the Policy for the Procurement of Governmental Goods/Service Board
55. Main Secretary of the National Defense Board
56. Main Secretary of the National Institute of Aeronautics and Space
57. Main Secretary of the Cyber and Crypto State Agency
58. Main Secretary of the National Library of the Republic of Indonesia
59. Assistant of Planning and Budgeting (Asrena) of the Indonesian National Police

STATE-OWNED ENTERPRISES

60. Chair of State-Owned Enterprises

Secretary General,

(Signed and Stamped)

drg. Oscar Primadi, MPH

NIP 196110201988031013