

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

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

**NUMBER 1972 YEAR 2021**

**REGARDING**

**PROTOCOL OF COVID-19 PREVENTION AND CONTROL IN PRIVATELY OWNED, STATE-  
OWNED ENTERPRISES OR REGIONAL OWNED ENTERPRISES OFFICES/WORKPLACES  
ON THE IMPLEMENTATION OF LEVEL 4 CORONA VIRUS DISEASE 2019 RESTRICTIONS  
ON PUBLIC ACTIVITIES**

**BY THE GRACE OF GOD ALMIGHTY**

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

- Considering : a. whereas based on the Instruction of the Minister of Home Affairs No. 24 of 2021 regarding the Implementation of Level 4 and Level 3 Corona Virus Disease 2019 (“**COVID-19**”) Restrictions on Public Activities (*Pemberlakuan Pembatasan Kegiatan Masyarakat* or “**PPKM**”) in Java and Bali;
- b. whereas in order to implement the provisions of Article 11 and 12 of the Governor Regulation of the Special Capital Region of Jakarta No. 3 of 2021 regarding the Implementation of Regional Regulation No. 2 of 2020, protocols of COVID-19 prevention and control are required in privately owned, State-Owned Enterprises or Regional Owned Enterprises offices/workplaces;
- c. whereas based on the consideration of letters a and b above, it is necessary to determine the Decree of the Head of The Office of Manpower, Transmigration and Energy of DKI Jakarta Province on the Protocol of Covid-19 Prevention and Control in offices/workplaces owned Privately, State-Owned Enterprises or Regional Owned Enterprises Level 4 Corona Virus Disease 2019 Restrictions on Public Activities.

- Bearing in Mind:
1. Law No. 3 of 1951 regarding the Statement of entry into force of the Labor Supervision Act of 1948 NR 23 of Republic of Indonesia For All Indonesia;
  2. Law No. 1 of 1970 regarding Occupational Safety;
  3. Law No. 13 of 2003 regarding Manpower;
  4. Law No. 11 of 2020 regarding Job Creation;
  5. Law No. 29 of 2007 regarding the Regional Government of the Special Capital of Jakarta as the Capital of the Unitary State of the Republic of Indonesia;
  6. Law No. 23 of 2014 regarding Regional Government;
  7. Law No. 6 of 2016 regarding Health Quarantine;
  8. Minister of Health Regulation No. 9 of 2020 regarding Guidelines for Large-Scale Social Restrictions in order to Accelerate the Handling of Corona Virus Disease 2019
  9. Minister of Manpower and Transmigration Regulation Number.Per.04/Men/1987 regarding the Committee for the Development of Occupational Safety and Health and Procedures for the Appointment of Occupational Safety and Health Experts;
  10. Minister of Home Affairs Instruction No. 24 of 2021 regarding the Implementation of Level 4 and Level 3 Corona Virus Disease 2019 Restrictions of Public Activities in Java and Bali;
  11. Regional Regulation of the Special Capital Region of Jakarta No. 6 of 2004 regarding Employment;
  12. Regional Regulation of Special Capital Region of Jakarta No. 2 of 2020 regarding Countermeasure of the Corona Virus Disease 2019;
  13. Governor Regulation of the Special Capital Region of Jakarta Number 3 of 2021 regarding the Implementing Regulation of Regional Regulation No. 2 of 2020 regarding Countermeasure of the Corona Virus Disease Prevention 2019;

**DECIDED:**

Stipulating: DECREE OF THE HEAD OF SERVICE OFFICE OF MANPOWER, TRANSMIGRATION, AND EVERY OF THE SPECIAL CAPITAL REGION OF JAKARTA REGARDING THE PROTOCOL OF COVID-19 PREVENTION AND CONTROL OF IN PRIVATELY OWNED, STATE-OWNED ENTERPRISES OR REGIONAL OWNED ENTERPRISES OFFICES/WORKPLACES IN THE IMPLEMENTATION OF LEVEL 4 CORONA VIRUS DISEASE 2019 RESTRICTIONS ON PUBLIC ACTIVITIES.

**FIRST:** Implementation of work activities is enforced by the implementation of health protocols more strictly through the regulation of operating hours, capacity of the number of people, the implementation of COVID-19 testing periodically, as well as the completion of vaccination against all workers for privately owned, State-Owned Enterprises or Regional Owned Enterprises office/workplaces that include essential sectors, namely:

No.	Business Sector	Activities	Conditions
1	Finance and Banking	1. Insurance 2. Bank 3. Pawnshop 4. Futures Exchange 5. Pension Fund 6. Financing Institutions  oriented to physical service with customers	a. Work From Office (WFO) of 50% (fifty percent) for locations related to services to the public, as well as  b. Work From Office (WFO) by 25% (twenty-five percent) for office administration services to support the operational.
2	Capital Market	Service oriented with customers and the operation of the capital market in a good manner	Work From Office (WFO) by 50% (fifty percent)
3	Information Technology and Communication	1. Cellular Operators 2. Data Center 3. Internet 4. Post 5. Media related to the dissemination of information to the public	
4	Hospitality	Non Covid-19 Quarantine Handling	

5	Export Orientation Industry	<p>a. Can only operate 1 (one) shift with a maximum capacity of 50% (fifty percent) staff only in the production facility/factory</p> <p>b. Work From Office (WFO) of 10% (ten percent) for office administration service to support operations</p>
	<p>With the requirements of:</p> <ol style="list-style-type: none"> <li>1. Must have Operational License and Mobility of Industrial Activities (<i>Izin Operasional dan Mobilitas Kegiatan Industri</i> "IOMKI")</li> <li>2. Show evidence of examples of Goods Export Declaration (<i>Pemberitahuan Ekspor Barang</i> "PEB") documents during the last 12 (twelve) months or other documents showing export plans</li> </ol>	

**SECOND:**

Implementation of work activities with the implementation of stricter health protocols through the regulation of operating hours, capacity of the number of people, the implementation of periodical COVID-19 testing and the completion of vaccinations against all workers for privately owned, State-Owned Enterprises or Regional Owned Enterprises offices/workplaces that include critical sectors, namely:

No.	Business Sector	Conditions
1.	Health	Work From Office (WFO) by 100% (one hundred percent)
2.	Public Security and Order	
3.	Disaster management	<p>a. Work From Office (WFO) by 100% (one hundred percent), only on production facilities / construction / services to the public</p> <p>b. Work From Office (WFO) by 25% (twenty five percent) for office administration services to support operational</p>
4.	Energy	
5.	Logistics, Transportation and Distribution especially for basic needs of the public	
6.	Food and Beverages and their supporting, including for livestock/pets	

7.	Fertilizers and Petrochemicals	
8.	Cement and Building Materials	
9.	National Vital Objects	
10.	National Strategic Projects	
11.	Construction (public infrastructure)	
12.	Basic Utilities (electricity, water and waste management)	
13.	Construction Activities (Public Infrastructure)	Construction sites for public infrastructure (construction sites and project sites) operates 100% (one hundred percent)

**THIRD:** Implementation of work activities shall enforced 100% (one hundred percent) Work From Home (WFH) for privately owned, State-Owned Enterprises or Regional Owned Enterprises offices/ workplaces that are not included in the essential and critical sectors as referred to in the FIRST DICTUM and SECOND DICTUM.

**FOURTH:** In carrying out work activities in privately owned, State-Owned Enterprises or Regional Owned Enterprises offices/workplaces including critical and essential sectors, Business Actors are required to make a Worker Registration Certificate (*Surat Tanda Registrasi Pekerja* "STRP") collectively through JakEvo ([jakevo.jakarta.go.id](http://jakevo.jakarta.go.id)).

**FIFTH:** Worker Registration Certificate (*Surat Tanda Registrasi Pekerja* "STRP") as referred to in the FOURTH DICTUM is a form of responsibility of Business Actors to the mobility of workers in carrying out work activities during Level 4 COVID-19 Restrictions on Public Activities in the DKI Jakarta Province.

**SIXTH:** Protocol of COVID-19 Prevention and Control in Privately owned, State-Owned Enterprises or Regional Owned Enterprises offices/workplaces implemented in the following manner:

- a. the company management shall issue a Decree Letter on the establishment of a Covid-19 Handling Team consisting of Company Management, Department of Personnel, Occupational Safety and Health Officers (*Keselamatan and Kesehatan Kerja* or K3), Medical Personnel in occupational health services /Polyclinic of companies and security/security officers;
- b. Covid-19 handling team as letter a above shall conduct reporting through [bit.ly/covid19perusahaan](https://bit.ly/covid19perusahaan) link to the Service Office of Manpower, Transmigration and Energy of the DKI Jakarta Province in the event of the discovery of COVID-19 confirmed workers;
- c. limiting capacity of the number of people who are in the workplace at the same time with the implementation of stricter health protocols through the regulation of operating hours, capacity of the number of people, the implementation of periodical COVID-19 testing and the completion of vaccinations against all workers for the essential sector as referred to in FIRST DICTUM;
- d. operate in accordance with the maximum limit with the stricter implementation of health protocols through the regulation of operating hours, capacity of the number of people, the implementation of periodical COVID-19 testing and the completion of vaccinations against all workers for the critical sector as referred to in the SECOND DICTUM;
- e. implement 100% (one hundred percent) Work From Home (WFH) for privately owned workplaces, State-Owned Enterprises or Regional Owned Enterprises offices/workplaces that are not included in the critical and essential sector as referred to in the THIRD DICTUM;
- f. make a collective Worker Registration Certificate ((Surat Tanda Registrasi Pekerja "STRP") through JakEvo ([jakevo.jakarta.go.id](https://jakevo.jakarta.go.id)) as referred to in the FOURTH DICTUM;
- g. require the use of masks at work, especially the use of masks as many as 2 (two) layers and inform in writing in the form of posters or banners and use other personal protective equipment (gloves and/or face shield) according to the needs and provisions that is applicable;
- h. form a data collection system for guests/visitors for tracing purposes at least through the form self-assessment in the company or by utilizing the mobile phone application Jejak@JAKI, and must submit the data of the guest/visitor in question to the Service Office of Manpower, Transmigration and Energy when requested;

- i. cleaning the equipment that is often used jointly with liquid disinfectant everyday, and periodically spraying the room with disinfectant every month;
- j. perform body temperature measurement (screening) before entering the workplace;
- k. provide a separate area/room for observation of workers, guests/visitors who found symptoms during screening;
- l. provide hand sanitizer on every floor, elevator area and attendance machine;
- m. provide means of hand washing with running water and soap in every entry and exit area in office/workplace;
- n. not perform Termination of Employment and still provide the rights that is commonly accepted by workers who are doing self-isolation;
- o. conduct regular health examination for all workers to ensure workers are not infected with COVID-19;
- p. provide health protection to workers exposed to COVID-19;
- q. the application of health protocols is carried out taking into account the factors of air ventilation, duration, and distance of interaction, to minimize the risk of transmission in activities;
- r. make arrangements for the use of worker facilities to prevent crowds (elevators, worship facilities, canteens, rest areas, sports facilities, entertainment facilities, and others);
- s. maximizing the use of technology and/or reverse engineering in carrying out work activities and to prevent crowds;
- t. inform and utilize the use of JAKI application or similar application in COVID-19 prevention to workers;
- u. provide reprimand sanctions in the form of Warning Letter for workers who do not implement the protocol of COVID-19 Prevention and Control in accordance with the prevailing laws and regulations;
- v. urging workers to use private vehicles, preferably bicycles and on foot;
- w. provide supporting facilities for workers who cycle (parking lots, shower facilities, and others);

- x. installing to the Integrity Pact in an easy-to-read area of the company;
  - y. if a worker is confirmed with COVID-19, workplace closures shall be carried out for 3x24 (three times twenty-four) hours and conduct a thorough disinfection of the room, as well as reporting through [bit.ly/covid19perusahaan](https://bit.ly/covid19perusahaan) link of Service Office of Manpower, Transmigration and Energy of the DKI Jakarta Province;
  - z. in the event of a cluster of COVID-19 transmission, the Building manager conducts the closure of 1 (one) unit area/office building for 3x24 (three times twenty-four) hours based on recommendations from the Health Service Office and can conduct restriction against entry access and electricity in work areas where there are confirmed workers of COVID-19;
- aa. provide actual information to the officer conducting the examination.

- SEVENTH: The COVID-19 Handling Team as referred to in the SIXTH DICTUM letter a may be conducted by the Committee of the Guidance of Work Safety and Health (*Panitia Pembina Keselamatan dan Kesejatan Kerja* or P2K3).
- EINGTH: Report the implementation of all provisions contained in the SIXTH DICTUM of the Decree of the Head of Service Office of Manpower, Transmigration and Energy as the requirement that must be fulfilled by the company in conducting activity in the Implementation of Level 4 Corona Virus Disease Restrictions on Public Activities through [hijeska.nakertrans@jakarta.go.id](mailto:hijeska.nakertrans@jakarta.go.id) email with the attached format.
- NINTH Reporting through [bit.ly/covid19perusahaan](https://bit.ly/covid19perusahaan) link in the event of COVID-19 affected workers.
- TENTH Making an Integrity Pact on the implementation of COVID-19 prevention and control protocols in privately owned, State-Owned Enterprises, or Regional Owned Enterprises offices/workplaces as referred to in the Attachment II of this Decree Letter.
- ELEVENTH Violation of the implementation of COVID-19 prevention and control protocols in privately owned, state-owned enterprises, regional owned enterprises offices/workplaces as referred to in the SIXTH DICTUM may be sanctioned referring to the provisions of Article 12 paragraph (2) and (3) of Governor Regulation No. 3 of 2021 regarding the Implementing Regulation of Regional Regulation No. 2 of 2020.
- TWELFTH: Business Actors shall accelerate vaccination efforts to provide protection to workers as well as their families and the community around the company in order to break the chain of the spread of COVID-19.

**THIRTEENTH:** When this Decree of the Head of Service Office of Manpower, Transmigration and Energy of the DKI Jakarta Province is stipulated, the Decree of the Head of Service Office of Manpower, Transmigration and Energy of the DKI Jakarta Province No. 1960 of 2021 regarding the Protocol of COVID-19 Prevention and Control in Privately Owned, State-Owned Enterprises, Regional Owned Enterprises Offices on the Implementation of Level 4 Corona Virus Disease 2019 Restrictions on Public Activities shall be revoked and declared invalid.

**FOURTEENTH:** This Decree shall be valid from July 26, 2021 until August 2, 2021.

Promulgated in Jakarta on July 26, 2021  
Head of Service Office of Manpower, Transmigration and Energy of the DKI Jakarta Province

(Signed and Stamped)

ANDRI YANSYAH  
NIP 197009271991011001

**Copied to:**

1. Governor of the DKI Jakarta Province
2. Deputy Governor of the DKI Jakarta Province
3. Regional Secretary of the DKI Jakarta Province
4. Assistant of the Regional Secretary of Economic and Finance of the DKI Jakarta Province
5. Head of Service Office of Health of the DKI Jakarta Province
6. Head of Sub-Department for Manpower and Transmigration and Energy for the Five Municipalities of DKI Jakarta Administrative City and Kepulauan Seribu Administrative Regency

Attachment I: Decree of the Head of Service Office of Manpower, Transmigration and Energy of  
DKI Jakarta Province

Number : 1972 of 2021

Date : July, 26 2021

**CHECKLIST  
PROTOCOL OF COVID-19 PREVENTION AND CONTROL  
IN PRIVATELY OWNED , STATE-OWNED ENTERPRISES OR REGIONAL-OWNED  
ENTERPRISES OFFICES/WORKPLACES**

<b>I GENERAL DATA</b>							
1.	<b>Company Name and Address</b>	:					
2.	<b>Business Type</b>	:					
3.	<b>Sector/Sub-sector</b>	:					
4.	<b>Worker Data</b>	:	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"><b>Total Number of Worker</b></td> <td>.....people</td> </tr> <tr> <td><b>Total Number of WFO Worker During PPKM Period</b></td> <td>.....people</td> </tr> </table>	<b>Total Number of Worker</b>	.....people	<b>Total Number of WFO Worker During PPKM Period</b>	.....people
<b>Total Number of Worker</b>	.....people						
<b>Total Number of WFO Worker During PPKM Period</b>	.....people						
<b>II PROTOCOL OF PREVENTION AND CONTROL</b>							
	<b>Implementation of Prevention and Control</b>	<b>Conducted</b>	<b>Has Not Conducted</b>				
1.	Management of company issues Decree on the establishment of Covid-19 Handling Team consisting of the management of the Company, personnel division, Occupational Health and Safety ( <i>Keselamatan dan Kesehatan Kerja</i> or “ <b>K3</b> ”) Officers, Medical Personnel on the service of occupational health/Polyclinic of the company and security officers.						
2.	Covid-19 handling team as referred to in letter a above conducts reporting through the <a href="https://bit.ly/covid19perusahaan">bit.ly/covid19perusahaan</a> link to the Service Office Manpower, Transmigration and Energy of DKI Jakarta Province in the						

	event that there is found a worker that is Covid-19 confirmed.		
3.	Limiting the capacity of the numbers of people who are in the work place in accordance to the provisions at the same time by implementing stricter health protocol through the arrangement of operational hours, capacity of the numbers of people, performing periodical Covid-19 testing as well as completion of the vaccination for every workers in essential sectors.		
4.	Operating in accordance with the provisions of maximum limit by implementing stricter health protocol through the arrangement of operational hours, capacity of the number of people, performing periodical Covid-19 testing as well as completion of the vaccination for every workers in critical sectors.		
5.	Implementing 100% (one hundred percent) Work From Home (WFH) for privately-owned, State-Owned Enterprises or Regional Government-Owned Enterprises offices/work places that are not included in essential and critical sector.		
6.	Preparing Worker Registration Certificate (STRP) collectively through JakEvo ( <a href="http://jakevo.jakarta.go.id">jakevo.jakarta.go.id</a> ).		
7.	Obliging to wear mask in work places, particularly to wear mask in 2 (two) layers and to inform in written in the form of poster or banner as well as to use other personal protective equipment (gloves and/or face		

	shield) according to the needs and applicable provisions.		
8.	Creating guest/visitors recording system for the need of Tracing through Self-Assessment Form or by utilizing the cellular phone application of Jejak@JAKI and obliged to submit the guest/visitors data to the the Service Office of Manpower, Transmigration and Energy if requested.		
9.	Performing cleaning of the equipment that is jointly used with liquid disinfectant every day and conducting periodical room disinfectant spraying each month.		
10.	Performing body temperature measuring (screening) before entering the work places.		
11.	Providing private area/room to observe workers, guests/visitors that are founded with symptoms during the screening.		
12.	Providing hand sanitizer in every floor, lift areas and presence machines.		
13.	Providing hand washing facilities with flowing water and soap in every exit-entrance areas of the offices/work places.		
14.	Not performing Termination of Employment ( <i>Pemutusan Hubungan Kerja</i> or “ <b>PHK</b> ”) and maintain to grant basic rights that is normally received by the worker who performs self-isolation.		

15.	Performing periodical health assessment for every worker to ensure the employee is in the conditions of not infected by Covid-19.		
16.	Granting health protection towards worker exposed to Covid-19.		
17.	Implementation of health protocol is conducted by considering the factors of air ventilation, duration, and interaction distance, to minimize the transmission risk in the activities.		
18.	Performing the usage arrangement of the worker facilities to prevent crowds (elevators, praying facilities, cafetirias, resting places, sport facilities, entertainment facilities, others).		
19.	Maximizing the utilization of technology and/or reverse engineering in performing work activities to prevent crowd.		
20.	Informing and utilizing the JAKI application or similar application in the management of Covid-19 for the worker.		
21.	Giving reprimand in the form of Warning Letter for worker that do not perform the protocol of Covid-19 prevention and control according to the provisions of the applicable laws and regulations.		
22.	Advising worker to use private vehicles, especially bicycle and by walking.		

23.	Providing supporting facilities for workers who are using bicycle (parking lot, shower facilities, et cetera).		
24.	Installing the Integrity pact in the area of the company that is accessible to read.		
25.	in the event that there is found worker that is Covid-19 confirmed, performing the closure of working places for 3x24 (three time twenty four) hours and performing thorough room disinfection as well as reporting to the Service Office of Manpower, Transmigration and Energy.		
26.	In the event that there is cluster of Covid-19 transmittion, the building management performs closure of 1 (one) integrated area/office building for 3x24 (three times twenty four) hours in accordance with the recommendation from Service Office of Health and may perform limitation of the entering access and electrical power in the working areas where the confirmed Covid-19 workers are in.		
27.	Business actors performing efforts to accelerate vaccination to grant protection for the workers/labors and their family as well as the community around the company in the framework to severe the chain of the spread Covid-19.		
28.	Giving correct information to the officers that conduct assessment.		

**HEAD OF THE SERVICE OFFICE OF MANPOWER, TRANSMIGRATION, AND ENERGY  
THE PROVINCE OF DKI JAKARTA PROVINCE**

[signed and stamped]

ANDRI YANSYAH  
NIP. 197009271991011001

Attachment II : Decree of the Head of Service Office of Manpower, Transmigration and Energy  
of the DKI Jakarta Province

Number : 1972 of 2021

Date : July, 26 2021

### INTEGRITY PACT

I, the undersigned

Name :

Position :

Company Name and Address :

Hereby declared promise and commitment to comply with the protocols of Covid-19 prevention and control:

1. Willing to obey policies and company operations including the facilities to protect the health of the employees according to the protocol of Covid-19 prevention and control in offices/work places.
2. Willing to take action to ensure the implementation of the protocol of Covid-19 prevention and control in offices/work places.
3. Willing to perform communication with the employees and the public regarding the protocol of Covid-19 prevention and control in offices/work places.
4. Willing to perform actions to ensure equal access to important services in offices/work places.
5. Willing to cooperate in the process of epidemiological investigation/contact tracing by the related Regional Apparatus Working Unit (*Satuan Kerja Perangkat Daerah* of “**SKPD**”)

This Integrity Pact is made by me correctly. If I violate this Integrity Pact, I am willing to be imposed by sanctions according to the provisions of the laws and regulations.

Jakarta,..... 2021

Sincerely,

10.000 stamp

Signature and name

Attachment III : Decree of the Head of Service Office of Manpower, Transmigration and Energy  
of the DKI Jakarta Province

Number : 1972 of 2021

Date : July 26, 2021

<b>Sanctions For Violating the Provisions of Government Regulation Number 3 of 2021</b>				
<b>Article 12</b>		<b>SANCTIONS</b>		
Paragraph 2	The implementation on imposing administrative sanctions to business actors, managers, organizers, or person in charge for the privately owned, State-Owned Enterprises, or Regional Government-Owned Enterprises offices/workplaces as referred to in paragraph (1) is conducted by the stages of:	Violating the 1 <sup>st</sup> (first) protocol of Covid-19 prevention, shall imposed by written warning sanction	Violating the 2 <sup>nd</sup> (second) protocol of Covid-19 prevention, shall be imposed by suspension of temporary activities for 3 (three) days by installing the blockage in the entrance door of offices/work places	Violating the 3 <sup>rd</sup> (third) protocol of Covid-19 prevention, shall be imposed by administrative fine of no more than Rp. 50,000,000.00 (fifty million Rupiah)
Paragraph 3	For business actors, managers, organizers, or person in charge for the privately owned working places, State-Owned Enterprises, or Regional Government-Owned Enterprises offices/work places that does not perform temporary suspension of activities or pay administrative fine as referred to in	Temporary Suspension of License or Revocation of License After Receiving Recommendation from the Head of Service Office of Manpower, Transmigration and Energy or Authorized Officials		

	<p>paragraph (2) letter b and letter c, the Service Office Capital Investment and One Door Integrated Service (Pelayanan Terpadu Satu Pintu or "PTSP") shall impose administrative sanction in the form of temporary suspension of the permit or revocation of the permit after receiving recommendation from the Head of Service Office of Manpower, Transmigration and Energy or authorized officials.</p>	
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**HEAD OF SERVICE OFFICE OF MANPOWER, TRANSMIGRATION, AND ENERGY  
OF DKI JAKARTA PROVINCE**

[signed and stamped]

ANDRI YANSYAH  
NIP. 197009271991011001

Attachment IV : Decree of the Head of Service Office of Manpower, Transmigration and Energy  
of DKI Jakarta Province

Number : 1972 of 2021

Date : July 26, 2021

**SAMPLE OF VISITORS SELF-ASSESSMENT FORM/TRACING  
(MAY BE CONDUCTED MANUALLY/DIGITALLY)**

Name	:	
Resident Number ( <i>Nomor Induk Kependudukan</i> or “NIK”)	:	
Phone Number	:	
Time of Entry	:	
Time of Exit	:	

No	QUESTION	YES	NO
1.	Have you ever been outside the house/in public places (market, Health Service Facilities ( <i>Fasilitas Pelayanan Kesehatan</i> or “ <b>Fasyankes</b> ”), public crowds and others)?		
2.	Have you ever used public transportation?		
3.	Have you ever travelled to other cities/internationally? (region that is infected/red zone)		
4.	Have you participated in activities involving crowds?		
5.	Have you had close contact history with people declared People Under Observation ( <i>Orang Dalam Pemantauan</i> or “ <b>ODP</b> ”), Patients Under Supervision ( <i>Pasien Dalam Pengawasan</i> or “ <b>PDP</b> ”) or COVID-19 confirmed (shaking hands, talking, being in the same room/one house)?		
6.	Have you ever had fever/cough/cold/sore throat/blown in the last 14 days?		

Attachment V : Decree of the Head Service Office of Manpower, Transmigration and Energy of  
DKI Jakarta Province

Number : 1972 of 2021

Date : July 26, 2021

### COMPANY HEADER

Jakarta, .....2021

Number:

Attachments: 2 (two) files

Matter: Report of the Implementation of  
the Protocols of COVID-19  
Prevention and Control in  
PT\_\_\_\_\_

To:

The Head Service Office  
of the Manpower,  
Transmigration and  
Energy of the DKI Jakarta  
Province

In

Jakarta

Dear Sir/Madam,

In accordance with the Decree of the Governor of DKI Jakarta Number 925 of 2021 regarding Implementation of the Level 4 Corona Virus Disease 2019 Restrictions on Public Activities *jo*. Decree of the Head of Service Office of Manpower, Transmigration and Energy of the DKI Jakarta Province Number 1960 of 2021 regarding the Protocols of Covid-19 Prevention and Control in Privately Owned, State-Owned Enterprises or Regional Government-Owned Enterprises Offices/Work Places on the Implementation of Level 4 Covid-19 Restrictions on Public Activities, we hereby convey the report of the implementation of the protocols of Covid-19 prevention and control as followings.

1.	Company Name	:			
2.	Company Address	:			
3.	Company Domiciled Region of the Administrative City	:			
4.	Business Sector	:	Essential	Critical	Non-Essential and Non-Critical
5.	Activities	:			
6.	Total Number of Worker	:			

7.	Total Number of WFO Worker during PPKM	:	
8.	Total Number of Vaccinated Worker	:	
9.	Name of Person in Charge	:	
10.	Position	:	
11.	Phone Number	:	

Thus conveyed, thank you for your attention.

Management of the Company

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Attachment:

1. Checklist of the Protocol of Covid-19 Prevention and Control in Privately Owned, State-Owned Enterprises or Regional-Owned Enterprises Offices/Workplaces as referred to in Attachment I of Decree of the Head of Service Office of Manpower, Transmigration and Energy of DKI Jakarta Province Number 1960 of 2021.
2. Copy of the Integrity Pact as referred to in Attachment II of Decree of the Head of The Office of Manpower, Transmigration and Energy of DKI Jakarta Province Number 1960 of 2021.

Notes:

- Activities in Number 5 shall be filled in accordance to the sector or the company. For example : Companies in the essential sector with activities in banking or company in critical sector with activities in foods and beverages industry.
- Email Destination : [hikesia.nakertrans@jakarta.go.id](mailto:hikesia.nakertrans@jakarta.go.id)
- Email Subject : Report on the Implementation of the Protocols of Covid-19 Prevention and Control in PT .....