

TASK FORCE FOR THE ACCELERATION OF HANDLING COVID-19

CIRCULAR LETTER NUMBER 8 OF 2020 REGARDING ARRANGEMENT OF WORKING HOURS IN THE PERIOD OF ADAPTATION OF NEW NORMAL TOWARDS A PRODUCTIVE AND CORONA VIRUS DISEASE 2019 (COVID-19)- SAFE SOCIETY IN THE JABODETABEK AREA

A. Background

With regard to the period of adaptation of new normal, it is necessary to stipulate a Circular Letter regarding Arrangement of Working Hours in the Period of Adaption of New Normal Towards a Productive and Corona Virus Disease 2019 (COVID-19)-Safe Society in the Jabodetabek Area.

B. Objective and Purposes

This circular letter is prepared with the objective to become a guideline for government institutions, State-Owned Enterprises (*Badan Usaha Milik Negara/BUMN*), Regional Government Owned Enterprises (*Badan Usaha Milik Daerah/BUMD*) and private sector in stipulating and implementing technical arrangements of worker/employee working hours in the period of adaptation towards a productive and Corona Virus Disease 2019 (COVID-19)-safe society. Further, this circular letter is prepared with the purposes to:

1. avoid the occurrence of crowds in transportation facilities and infrastructure, as well as the utilization of public facilities at certain times;
2. optimize the capacity of transportation facilities and infrastructure, and public facilities in line with the implementation of health protocol;
3. increase the prevention of the spread of the Corona Virus Disease 2019 (COVID-19) outbreak.

C. Scope

The scope of arrangements of working hours are:

1. Legal bases.
2. Definition.
3. Arrangement of working hours.
4. Monitoring, control, and evaluation.

D. Legal Bases

1. Law Number 4 of 1984 regarding Outbreak of Communicable Disease;
2. Law Number 13 of 2003 regarding Manpower;
3. Law Number 24 of 2007 regarding Disaster Management;
4. Law Number 5 of 2017 regarding State Civil Apparatus;
5. Law Number 6 of 2018 regarding Health Quarantine;
6. Government Regulation Number 21 of 2008 regarding Implementation of Disaster Management;
7. Government Regulation Number 21 of 2020 regarding Large-Scale Social Restrictions to Accelerate the Handling of the Corona Virus Disease 2019 (COVID-19);
8. Presidential Decree Number 68 of 1995 regarding Business Days in the Environment of Government Institutions;
9. Presidential Decree Number 7 of 2020 regarding Task Force for the Acceleration of Handling of Corona Virus Disease 2019 (COVID-19) as amended by Presidential Decree Number 9 of 2020 regarding Amendment of Presidential Decree Number 7 of 2020 regarding Task Force for the Acceleration of Handling the Corona Virus Disease 2019 (COVID-19);
10. Presidential Decree Number 11 of 2020 regarding Stipulation of the Corona Virus Disease 2019 (COVID-19) as a Public Health Emergency; and
11. Presidential Decree Number 12 of 2020 regarding the Stipulation of Non-Natural Disaster of the Corona Virus Disease 2019 (COVID-19) as a National Disaster.

E. Definition

Arrangement of working hours as referred to in this Circular Letter is the arrangement of work shifts for workers/employees with respect to starting and leaving work at agencies/offices/employers in the Jabodetabek Agglomeration area.

F. Arrangement of Working Hours

1. arrangement of working hours shall be as follows:
 - a. Arrangement of working hours between shifts must be done with a minimum interval of 3 (three) hours.
 - b. Shift 1: Start between 7.00 – 7.30 and Leave between 15.00 – 15.30.
 - c. Shift 2: Start between 10.00 – 10.30 and Leave between 18.00 – 18.30.
2. arrangement of working hours shall be excluded for work which type and nature is to be carried out continuously;
3. the number of workers/employees working in shifts shall be arranged proportionally close to 50:50 per shift;
4. this arrangement of working hours shall be followed by:
 - a. optimization of implementing work from home and safety for vulnerable groups;

- b. stipulation and implementation of technical operational arrangements of working hours by each agency/office/employer while maintaining health protocols;
 - c. stipulation and implementation of operational technical arrangements of transportation facilities and infrastructures, as well as the utilization of public facilities by the authorities/managers/organizers while maintaining health protocols;
 - d. download and activate the *Peduli Lindungi* application on mobile phone devices.
(Appstore: <https://apps.apple.com/id/app/pedulilindungi/id1504600374>
or
Playstore: <https://play.google.com/store/apps/details?id=com.telkom.tracencare>)
5. this arrangement of working hours shall be implemented in stages and evaluated with respect to its effectiveness and efficiency in achieving the objective of the arrangement.

G. Monitoring, Control and Evaluation

1. Every agency/office/employer shall carry out monitoring, control, and evaluation on the effectiveness and efficiency of the implementation of arrangement of working hours in accordance with the applicable provisions.
2. Authorities/managers/organizers of transportation facilities and infrastructures, as well as public facilities shall implement arrangement and control when there is an increase of users of facilities and infrastructure, as well as public facilities in the context of enforcing health protocols.
3. Authorized institutions (Ministries, Institutions, Indonesian National Army/*TNI*, Indonesian National Police/*Polri*, and local governments) shall implement a discipline of COVID-19 health protocols and law enforcement according to the provisions of the applicable laws and regulations.

H. Closing

This Circular Letter shall come into force as of the date of its stipulation, and can be amended in accordance with the development of the situation, and shall end upon the stipulation of a Presidential Decree terminating Presidential Decree Number 11 of 2020 regarding Stipulation of the Corona Virus Disease 2019 (COVID-19) as a Public Health Emergency.

In witness thereof, this Circular Letter shall be observed and implemented in a responsible manner.

Stipulated in Jakarta
On June 14, 2020

Head of the National Board of
Disaster Management as the Chief
Executive of the Task Force for the
Acceleration of Handling COVID-19

(Signed and Stamped)

Doni Monardo

Copied To:

1. President of the Republic of Indonesia;
2. Vice President of the Republic of Indonesia;
3. The Coordinating Ministers;
4. Ministers / Institution Leaders
5. Commander of TNI
6. Chief of Indonesian National Police (Kapolri)
7. Chief, Deputy, Secretary, and Member of Steering Task Force for the Acceleration of Handling COVID-19; and
8. Deputy, Secretary, and Members of Executive Task Force for the Acceleration of Handling COVID-19