

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

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

NUMBER 1477 OF 2020

REGARDING

AMENDMENT TO THE 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 TOWARDS 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 make adjustments to the Circular Letter of the Task Force for the Acceleration of Handling COVID-19 Number 8 of 2020 regarding the Management of Work Hours During the Adaptation Period of New Habits Towards a Productive and Corona Virus Disease 2019 (COVID-19)-Safe Society in the JABODETABEK Region, the Decree of the Head of Manpower, Transmigration, and Energy Service Office of DKI 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 needs to be improved;
  - b. whereas based on the considerations as referred to in letter a, it is necessary to stipulate a Decree of the Head of Manpower, Transmigration, and Energy Service Office of DKI Jakarta Province regarding the Amendment to the Protocol of Covid-19 Prevention and Control in Offices/Workplaces During the Transitional Period Towards a Healthy, Safe, and Productive Society.
- Bearing in Mind
- 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. Circular Letter of the Task Force for the Acceleration of Handling COVID-19 Number 8 of 2020 regarding the Management of Work Hours During the Adaptation Period of New Habits Towards a Productive and Corona Virus Disease 2019 (COVID-19)-Safe Society in the JABODETABEK Region
10. Special Capital Region of Jakarta Province Regional Government Regulation Number 6 of 2004 regarding Manpower;
11. Governor Regulation 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;
12. Governor Regulation Number 51 of 2020 regarding Implementation of Large-Scale Social Restriction During the Transitional Period Towards a Healthy, Safe, and Productive Society.

HAS DECIDED:

To Stipulate : Decree of the Head of Manpower, Transmigration, and Energy Service Office of DKI Jakarta Province regarding Amendment to the Decree of the Head of Manpower, Transmigration, and Energy Service Office of

DKI 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

- FIRST : Appendix I Roman II Number 3 regarding the Adjustment of Working Days, Working Hours, Work Shifts and Work System shall be changed so that it becomes as stated in Appendix I which is an integral part of this Decree.
- SECOND : This Decree enters into force on the date of its stipulation.

Stipulated in Jakarta  
On June 15, 2020

HEAD OF MANPOWER,  
TRANSMIGRATION, AND  
ENERGY SERVICE OFFICE OF  
DKI 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 Secretary of DKI Jakarta Province

Appendix I : Head of Manpower,  
Transmigration, and Energy  
Service Office of DKI Jakarta  
Province  
Number : 1477 of 2020  
Date : June 15, 2020

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

I	GENERAL DATA						
1	<b>Company Name and Address</b>	:					
2	<b>Business Type</b>	:					
3	<b>Sector/Sub-sector</b>	:					
4	<b>Manpower Data</b>	:	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>Total Number of Workers</b></td> <td style="text-align: center;">..... people</td> </tr> <tr> <td style="text-align: center;"><b>Number of WFO Workers During the Transitional Period</b></td> <td style="text-align: center;">..... people</td> </tr> </table>	<b>Total Number of Workers</b>	..... people	<b>Number of WFO Workers During the Transitional Period</b>	..... people
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II	<b>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's Internal COVID-19 Task Force Team						
2	Limitation of the number of workers to a maximum of 50% (fifty percent)						
3	Adjustment to working days, working hours, work shifts, and work systems through a working hour arrangement with a minimum of 3 (three) hours window.  Example: Office hours Active hours: 07.00 - 16.00						

	Break hours: 11.00 - 12.00  Active hours: 10.00 - 19.00 Break hours: 14.00 - 15.00		
4	Arrangements for the use of worker's 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 maintain work environment cleanliness		
7	Conduct body temperature measurement (screening)		
8	Provide hygiene sanitization tools such as hand sanitizers		
9	Provide facilities and infrastructure for handwashing with soap and running water		
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	Observe 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 private 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 <i>rekayasa engineering</i>		
19	Provide a separate area/room for observation		
20	Provide assignment letter, 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 the protocol of Covid-19 prevention and control		
23	Put up the Integrity Pact in an area in the company that makes it easy to read		

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