

Attachment I : Decree of Head of Manpower, Transmigration and Energy Department of
DKI Jakarta Province
Number : 1477 / 2020
Date : Jun 15, 2020

CHECK LIST

THE PROTOCOL OF PREVENTION AND CONTROLLING THE SPREAD OF COVID-19 IN THE
OFFICE/WORKPLACE DURING TRANSITION PERIOD TOWARD HEALTHY, SAFE AND PRODUCTIVE
COMMUNITIES

I	GENERAL DATA		
1	Name and Company Address	:	
2	Type of Business	:	
3	Sector/Sub-sector	:	
4	Employment Data	:	Number of Workers person
		:	Number of WFO Workers during transition period person
II	PREVENTION AND CONTROLLING PROTOCOL		
	The Implementation of Prevention and Controlling Covid-19	Implemented	Not implemented yet
1	Forming the Task Force of Covid-19 in the company		
2	Limiting the number of workers at maximum 50%		
3	Adjustment the working day, working hour, working shift, and working system by arranging the working hour with interval of minimum 3 hours. For example: Office hour Entry : 07.00 – 16.00 Break : 11.00 – 12.00 Entry : 10.00 – 19.00 Break : 14.00 – 15.00		
4	Make an arrangement in utilizing workers' facility		

本資料は、保健大臣決定（原文はインドネシア語）を参考までにジェトロ・ジャカルタ事務所が訳したものです。定訳ではなく、あくまでも仮訳です。出来る限り正確な翻訳につとめました。内容の正確性・完全性については保証いたしかねます。正確な理解のため、原文も必ず参照されることをおすすめいたします。また、ジェトロ・ジャカルタ事務所は本資料に起因して生ずるいかなる業務上の責を負うものではありません。

5	Requiring all workers and guests/visitors to use masks and other personal protective equipment		
6	Make the working environment disinfected regularly and kept clean		
7	Measuring body temperature (screening)		
8	Provide sanitary hygiene tools such as hand sanitizer		
9	Provide facility for washing hands with soaps and flowing water		
10	Do not terminate the employment status and continue to provide the rights commonly accepted by workers		
11	Do self-Assessment of Covid-19, 1 day before working day and requiring guests/visitors to fill the Self-Assessment Form		
12	Keep the minimum distance between workers in minimum range of 1 meter (physical distancing)		
13	Maximize the use of technology to minimize direct contact between workers		
14	Monitor workers' health proactively		
15	Suggest workers to use private vehicle, bicycle and walking is preferable		
16	Provide supporting facility to workers who commute to office by bicycle		
17	Cleaning operational vehicle		
18	Perform engineering process		
19	Provide a separate area/room for observation		
20	Complement the on-duty workers with assignment letter, ID Card, and official uniform		

本資料は、保健大臣決定（原文はインドネシア語）を参考までにジェトロ・ジャカルタ事務所が訳したのですが、定訳ではなく、あくまでも仮訳です。出来る限り正確な翻訳につとめました。内容の正確性・完全性については保証いたしかねます。正確な理解のため、原文も必ず参照されることをおすすめいたします。また、ジェトロ・ジャカルタ事務所は本資料に起因して生ずるいかなる業務上の責を負うものではありません。

21	Share the latest information to all workers through the most effective facility and media		
22	Build enthusiasm to the workers who don't implement the protocol of prevention and controlling of Covid-19		
23	Put the integrity pact in the office area where it's easy to read		

Head of Manpower, Transmigration and Energy Department of
DKI Jakarta Province

SIGN

ANDRI YANSYAH

本資料は、保健大臣決定（原文はインドネシア語）を参考までにジェトロ・ジャカルタ事務所が訳したものです。定訳ではなく、あくまでも仮訳です。出来る限り正確な翻訳につとめました。内容の正確性・完全性については保証いたしかねます。正確な理解のため、原文も必ず参照されることをおすすめいたします。また、ジェトロ・ジャカルタ事務所は本資料に起因して生ずるいかなる業務上の責を負うものではありません。

Attachment II : Decree of Head of Manpower, Transmigration and Energy Department of

DKI Jakarta Province

Number : 1363/2020

Date : Jun 5, 2020

INTEGRITY PACT

The undersigned below

Name :

Position :

Company and Address :

Hereby declare the promise and commitment in complying with the Covid-19 prevention and control protocol during the transition period toward a healthy, safe and productive society:

1. Willing to comply with the policies and operations of the company and its facilities to protect the health of employees according to the Covid-19 prevention and control protocol in the office/workplace.
2. Willing to take action to ensure the implementation of Covid-19 prevention and control protocol in the office/workplace.
3. Willing to run communication with employees and the public regarding the Covid-19 prevention and control protocol in the office/workplace.
4. Willing to take action to ensure equitable access to important services in office/workplace.
5. Willing to cooperate with related regional working unit in the investigation process of epidemiology / contact tracing

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

Stamp duty Rp. 6,000

Sign and clear name

本資料は、保健大臣決定（原文はインドネシア語）を参考までにジェトロ・ジャカルタ事務所が訳したものです。定訳ではなく、あくまでも仮訳です。出来る限り正確な翻訳につとめました。内容の正確性・完全性については保証いたしかねます。正確な理解のため、原文も必ず参照されることをおすすめいたします。また、ジェトロ・ジャカルタ事務所は本資料に起因して生ずるいかなる業務上の責を負うものではありません。