

DECREE OF THE MINISTER OF HEALTH OF THE REPUBLIC OF INDONESIA
NUMBER HK.01.07/MENKES/382/2020
REGARDING
HEALTH PROTOCOL FOR COMMUNITIES IN PUBLIC PLACES AND FACILITIES TO
PREVENT AND CONTROL CORONA VIRUS DISEASE 2019 (COVID-19)

BY THE GRACE OF GOD ALMIGHTY

THE MINISTER OF HEALTH OF THE REPUBLIC OF INDONESIA,

Considering :

- a. that to adapt new habits towards a productive and safe society to protect against Corona Virus Disease 2019 (COVID-19) it is necessary to arrange the implementation of various activities with public health priorities;
- b. that public places and facilities are the location of community activities being carried out to support economic sustainability, but have the potential to become the location for the spread of COVID-19 so there needs to be a health protocol for activities being carried out in public places and facilities;
- c. that based on the considerations as referred to in paragraphs a and b, it is necessary to stipulate a Decree from the Minister of Health about the Community Health Protocols in Public Places and Facilities to Prevent the spread of Corona Virus Disease 2019 (COVID-19);

In View of :

1. Law Number 1 of 1970 about Work Safety (State Gazette of the Republic of Indonesia of 1970 Number 1, Supplement to the State Gazette of the Republic of Indonesia Number 2918);

**** SKIPPING TO THE PAGE 17 REFERRING TO HOTEL / HOMESTAY LEGISLATION****

3. Hotels/Lodging/Homestay/Boarding and the similar places

Provision of accommodation in the form of rooms in one or more buildings equipped with food and beverage services, entertainment activities and/or other facilities must be made to mitigate COVID-19 transmission for workers, visitors and the public who use these accommodation facilities and services.

a. For the Management

- 1) Follow to the latest information as well as the instructions of the central government and regional governments related to COVID-19 in the region. This information can be accessed regularly on the pages <https://infection.ergem.kemkes.go.id>, www.covid19.go.id, providing local government policies.
- 2) Ensure all hotel workers understand about the prevention of transmission of COVID-19.
- 3) Install information media in strategic locations to remind visitors to always follow the provisions of keeping a minimum distance of 1 meter, maintaining hand hygiene and the discipline of using masks.
- 4) Provide a hand sanitizer at the entrance, lobby, reception desk, elevator door, and other public areas.
- 5) Maintain air quality by optimizing air circulation and sunlight radiation, as well as cleaning AC air filters.
- 6) Perform regular cleaning and disinfecting (at least three times a day) using cleaners and disinfectants in areas or shared equipment such as door handles and stairs, elevator buttons, toilet doors and other public facilities.

- 7) Prohibit employees to enter the office who have symptoms of fever, cough, runny nose, sore throat, and/or shortness of breath.

Employees must complete COVID-19 risk self-assessment forms before entering the work place (Form 1) and temperature inspection.

- 8) Entrance/lobby:
 - a) Measure body temperature of guests and employees at the entrance. If the person temperature is $> 37.3^{\circ}\text{C}$ (check 2 times in 5 minutes), prohibit the person to enter unless the person has negative/nonreactive COVID-19 test certificate after a laboratory examination in the form of a 7-day RT-PCR test or a 3-day rapid test before entering the hotel.
 - b) The officer must ask and record the guest/visitor travel history and is asked to fill in a COVID-19 risk self-assessment. If the results of the self-assessment have a high risk of COVID-19, it is necessary to ask for a health check-up at a health care facility first or show the valid certificate of a COVID-19 test.
 - c) Keep the distance in various ways, such as arranging the spaced out queue at the entrance, in front of the reception desk by giving a sign on the floor, adjusting the distance between chairs in the lobby, public areas and so forth.
 - d) Provide a means to minimize contact with visitors such as clear plastic barriers/partitions at the

reception desk, face shields, the use of non-cash payment methods, and others.

9) Rooms

- a) Clean and disinfect the room before and after guest use including door handles, tables, chairs, telephone, refrigerator, TV remote and air conditioning, bathroom faucets and other facilities that are often touched by guests.
- b) Ensure the process of cleaning and disinfection of rooms and bathrooms, as well as equipment used by guests.
- c) Replace pillowcases, bed linen, and blankets with clean replacements.
- d) Provision of hand sanitizer in strategic areas and in the guest room.

10) Meeting Room

- a) The capacity for ballrooms, meeting rooms, and conference rooms must always consider the minimum distance of 1 meter among guests and among employees. It can re-count the number of invitations, making room layouts, dividing events into several sessions, creating a queue system, and so forth.
- b) Provide information on maintaining social distancing and maintaining health, wearing a mask, distance limiting and washing hands frequently with soap and running water and/or using a hand sanitizer.

- c) Provide guidance/information on the safe distance layouts, from entering a parking lot, in the elevator, to the lobby, to the meeting room, to the parking exit.
- d) Create a labyrinthine concept for the queue line, widen the lane, and enlarge the stage to maintain social distancing.
- e) Ensure the cleaning and disinfection process of meeting rooms before and after use.
- f) Clean and disinfect the microphone after each person uses it. Do not use the microphone alternately before cleaning or provide a microphone on each table.
- g) The Master of Ceremony/MC must actively inform health protocols, queues, keep a distance, and wear masks.

11) Dining Room

- a) Require everyone who will enter the dining room to wash their hands with soap in running water.
- b) Set the distance between chairs at least 1 meter and do not set to face each other. If the distance setting cannot be applied, install other technical engineering efforts such as installation of partitions between guests.
- c) Do not use cutlery stored together. Cutlery on the dining table is often touched and should be replaced in the form of disposable bags/sachets or given to visitors as food is requested.

- d) Require all food handlers or workers in direct contact with food to wear personal protective equipment such as headgear, gloves, aprons, and masks. Gloves must be replaced immediately after handling items other than food.
- e) Do not apply a buffet system. When applying a buffet system, it shall place service staff on stalls provided and ensure they wear masks and gloves. They must serve the visitors to put the food on the plate and maintain a minimum distance of 1 meter. All tableware must be cleaned and disinfected before being used again.
- f) To minimize buffet food service, it can use 'action station options, set menus, rice boxes/take away, individual portions and other variations with only several food types and must consider improved sanitization and quality.
- g) For *the ala carte* meal, sitting party, silver service, the service provider must keep the distance and arrangement of chairs and equipment as specified.

12) Swimming Pool

- a) The swimming pool water must use disinfectants with chlorin 1-10 ppm or bromine 3-8 ppm so that the water pH reaches 7.2-8 and must be checked every day. The results must be informed on the information board, so the consumers are aware this has been checked.

- b) The manager ensures cleaning and disinfection is carried out on all surfaces around the pool such as seating, floors, and others.
- c) Apply a sanitization and protective system in change rooms.
- d) Ensure that guests who will use the swimming pool are in good health, by filling in the COVID-19 risk self-assessment form (form 1). If the results of self-assessment fall into the category of high risk, the guest is not allowed to swim.
- e) Limit the number of pool users by applying the same method.
- f) Guests must use their own personal equipment.
- g) Guests must use a mask before and after swimming.

13) Fitness Center

- a) Limit the capacity of the guests who exercise, to apply the principle of keeping a minimum distance of 2 meters.
- b) Clean and disinfect sports equipment before and after use.
- c) Provide a hand sanitizer at each device.
- d) Do not use sports equipment alternately before cleaning by wiping it using disinfectant liquid.
- e) Clean and disinfect in places often touched such as door handles between rooms and sports

equipment surface that are often touched on a regular basis.

- f) Provide a minimum distance of 2 meters between devices. If it is not possible, use a divider for cardio equipment (treadmills, bicycles, elliptical machines).
 - g) Avoid the use of air conditioning. Air circulation should be through the open door or open window.
 - h) If you continue to use air conditioning, it is necessary to pay attention to the level of humidity in the room and regulate the air circulation as well as possible to keep it dry. It is recommended to use a water purifier.
 - i) Equipment such as towels and mattresses must be clean and disinfected before use.
 - j) Wear a mask during exercise. Sports that use masks shall be in the mild to moderate intensity (possible to talk while exercising).
- 14) Prayer room
- a) Ask guests to use their own prayer equipment and prayer rugs.
 - b) Guests must keep using the mask when praying.
 - c) Apply a minimum distance of 1 meter.
- 15) Other facilities/services within the hotel that are at risk of transmitting the virus due to the difficulty of implementing social distancing must be prohibited from operating.

b. For Employees

- 1) Ensure you are in good condition before leaving for work. If experiencing symptoms such as fever, cough, runny nose, sore throat, and/or shortness of breath stay at home and consult to a health care facility if it continues, and report to the workplace leader.
- 2) When traveling and during work always wear a mask, keep a distance from others, and avoid touching the face area. If it is a must to touch the face area, make sure your hands are clean by washing your hands with soap and running water or using a hand sanitizer.
- 3) Use additional personal protective equipment such as gloves when cleaning and handling waste, including when cleaning dirt on the restaurant table or in the room.
- 4) Participate actively in reminding guests to use masks and maintain a minimum of 1 meter of distance.
- 5) When you get home, take a shower and change your clothes before contact with family members at home. Clean mobile phones, glasses, bags, and other items with disinfectant liquid.
- 6) Increase endurance by applying PHBS such as consuming balanced nutrition, physical activity of at least 30 minutes a day and take a rest with a minimum of 7 hours sleep, and avoiding risk factors for the disease.

c. For Guests

- 1) Ensure you are in good condition before leaving the house. If experiencing symptoms such as fever, cough, runny nose, sore throat, and/or shortness of breath, stay at home and check yourself into a health care facility if symptoms continue.
- 2) Always wear a mask during travel and in public areas.
- 3) Maintain hand hygiene by frequently washing hands with soap and running water or using a hand sanitizer.
- 4) Avoid touching the face area such as eyes, nose, and mouth.
- 5) Keep paying attention to a minimum distance of 1 meter from other people.
- 6) Bring personal equipment including worship equipment such as prayer tools.

4. Restaurants/Food Shop and others

a. For Business Operators

- 1) Consider the latest information and instructions of the central and regional governments related to COVID-19 in their region. Information can be accessed regularly on the <https://infection.infemerging.kemkes.go.id>, www.covid19.go.id page, about local government policies.
- 2) Provide a means of washing hands with soap or hand sanitizer at the entrance and other places that are easily accessed or regularly touched by visitors.
- 3) Require everyone who enters to wash their hands with soap and running water or a hand sanitizer.

- 4) Require workers to wear masks during work.
- 5) Make sure the workers understand the threat of COVID-19 and how to prevent it.
- 6) Prohibit the workers and visitors who have symptoms of fever, cough, runny nose, sore throat, shortness of breath, and/or diarrhea or those who have a history of contact with people affected by COVID-19 to enter.
- 7) Check the body temperature at the entrance. Workers or visitors found with temperatures $> 37.3^{\circ}\text{C}$ (2 times inspection with a distance time of 5 minutes) are prohibited to enter.
- 8) Require all food handlers or workers who come in direct contact with food to wear masks, gloves or tongs when touching ready food and wear headgear and aprons when preparing, processing, and serving food. Wear gloves with the food safety standards.
- 9) Provide assistive devices such as gloves and/or food tongs to minimize direct contact with the food in the preparation, processing and serving.
- 10) Do not apply a buffet system. When applying a buffet system, place service staff on stalls provided using masks and gloves. The staff must serve the food for the visitors and still maintain a minimum distance of 1 meter. All tableware must be cleaned and disinfected before being used again.
- 11) Maintain air quality at the place of business or at work by optimizing air circulation and sunlight radiation as well as cleaning the air conditioner filter.

- 12) Manage a non-cash payment (cashless) system to disinfect payment machines. If you must trade with cash, use a hand sanitizer afterwards.
- 13) Ensure the entire area of restaurant/food shop environment is clean by conducting regular cleaning and disinfection at least 2 times a day (before opening and closing) using appropriate cleaning and disinfecting.
- 14) Increase the frequency of cleaning and disinfection (at least 3 times a day) especially on the surface of the area and equipment often touched/passed by people such as tables and chairs in the dining room, doorknobs, switches, faucets, flush toilet levers, toilets, tables cashier, cash register/cashier, dining room floor, etc.
- 15) Cover the cutlery placed on the dining table (spoon, fork, knife in a wrap for example with tissue).
- 16) Do not use cutlery alternately. Cutlery on the dining table that is often touched must be replaced in the form of disposable bags/sachets or given to visitors when requested.
- 17) Implement a distance in various ways such as:
 - a) Set a minimum distance of 1 meter when queuing to restaurants/food shops. Order, and pay at the cashier by giving a sign on the floor. If possible, there is a visitor barrier with the cashier in the form of plastic or glass walls.
 - b) Set the distance between chairs of at least 1 meter and do not let them face each other or

install glass/plastic partitions between guests on the dining table.

- 18) Improve food and beverage ordering services online or delivery service or drive thru, etc.

b. For Workers

- 1) Ensure your body is in a good condition before leaving the house. If experiencing symptoms such as fever, cough, runny nose, sore throat, and/or shortness of breath, stay at home and check yourself into a health care facility if it continues, and report to the leadership of the workplace.
- 2) Wear a mask when traveling and while at work.
- 3) Avoid touching the face, eyes, nose, and mouth.
- 4) Pay attention to minimum 1 meter of distance with other people.
- 5) Use special protective clothing when working.
- 6) Avoid the use of personal tools alternately such as prayer equipment, cutlery, and others.
- 7) Take a shower immediately and change clothes before contact with family members at home.
- 8) Regularly clean mobile phones, glasses, bags, and other items with disinfectant liquid.
- 9) When you get home, take a shower immediately and change clothes before contact with family members at home. Clean up cellphones, glasses, bags, and other items with disinfectant liquid.

- 10) Increase endurance by applying PHBS such as consuming balanced nutrition, physical activity for at least 30 minutes a day and rest with a minimum of 7 hours sleep, and avoid risk factors for disease.

c. For Visitors/Consumers

- 1) Ensure the body is in a good condition before visiting a restaurant, food stall or similar outlet. If you experience symptoms such as fever, cough, runny nose, sore throat, and/or shortness of breath, stay at home and consult to the health care facility if it continues.
- 2) When traveling and during work, always wear a mask, keep a distance from others, and avoid touching the face area. If it needs to touch the face area, make sure your hands are clean by washing hands with soap and running water or use a hand sanitizer.
- 3) When you get home, take shower and change clothes before contact with family members at home.
- 4) Clean mobile phones, glasses, bags, and other items with disinfectant liquid.
- 5) Increase endurance by applying PHBS such as consuming balanced nutrition, physical activity of at least 30 minutes a day and rest with a minimum of 7 hours sleep, as well as avoid risk factors for disease.

5. Sports and Activity Facilities

During the COVID-19 pandemic, people are still encouraged to do physical activity, physical exercise, and sports to increase endurance and control risk factors for disease. Physical exercise must also continue to maintain physical fitness as an effort to keep

and improve sports performance. The steps are needed to prevent the potential transmission of COVID-19 in carrying out sports activities.

CHAPTER IV

CLOSING

The Health Protocol for Communities in Public Places and Facilities in the Context of Prevention and Control of Covid-19 is developed to increase the role and vigilance in anticipating the transmission of COVID-19 in public places and facilities. This health protocol can be improved by each related party in accordance with its characteristics and needs. It is expected the involvement of all parties, including the government, business operators, and the community in the prevention and control of COVID-19 transmission in public places and facilities can minimize the impact of COVID-19, and can contribute to prevent transmission or spread of Covid-19 in the community.

MINISTER OF HEALTH

REPUBLIC OF INDONESIA

TERAWAN AGUS

PUTRANTO

COPY conforms to the original

Head of Legal and Organization Bureau

Secretariat General of the Ministry of
Health,

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EIN 196504081988031002

Form 1

SELF ASSESSMENT INSTRUMENT
COVID-19 RISKS

Name :

FIN (Identity Card Number) :

Address :

Occupation :

Date :

For the our health and safety, We hope you are HONEST in answering the questions below.

In the past 14 days, have you experienced any of the following experience:

No.	QUESTIONS	YES	NO	IF YES, SCORE	IF NO, SCORE
1	Have you ever left the house/public places (market, health facility, crowds of people, etc.)?			1	0
2	Have you ever used public transportation?			1	0
3	Have you ever traveled outside the city / international? (affected area / red zone)			1	0
4	Do you participate in activities that involve large numbers of people?			1	0
5	Do you have a history of close contact with people who are declared ODP, PDP or confirmed of COVID-19 (shaking hands, talking, being in one room/one house)?			5	0
6	Do you have a fever, cough, runny nose, sore throat, and / or shortness of breath?			5	0
TOTAL					

0 = Low risk

1- 4 = Medium risk

>5 = High risk

FOLLOW-UP :

People with High risks and have a temperature of $>37.3^{\circ}\text{C}$ are not allowed to enter. They must get further investigation and are recommended to consult with health officers.