

THE MINISTRY OF TRADE OF THE REPUBLIC OF INDONESIA

To.

1. Governor
2. Regent/Mayor
In Indonesia

CIRCULAR LETTER NUMBER 12 OF 2020 ABOUT

THE RECOVERY OF TRADING ACTIVITIES DURING THE CORONA VIRUS DISEASE 2019 (COVID-19) PANDEMIC AND NEW NORMAL CONDITIONS

A. Background

Considering the instructions from the President of the Republic of Indonesia related to the Large Scale Social Restrictions (PSBB, Indonesian: Pembatasan Sosial Berskala Besar) in Handling Covid-19 and maintaining the availability and distribution of goods and services needed by the community, it is necessary to stipulate the Recovery of Trade Activities during the Corona Virus Disease 2019 (Covid-19) under the New Normal conditions.

B. Legal Basis

1. Law Number 4 of 1984 about Epidemic of Infectious Disease;
2. Law Number 24 of 2007 about Disaster Management;
3. Law Number 7 of 2014 about Trade;
4. Law Number 6 of 2018 about Health Quarantine;
5. Government Regulation No. 21 of 2008 about the Implementation of Disaster Management;
6. Government Regulation No. 21 of 2020 about Large-Scale Social Restrictions (PSBB) in Accelerating the Handling of Corona Virus Disease 2019 (COVID-19);
7. Presidential Decree No. 9 of 2020 about the changes to Presidential Decree No. 7 of 2020 about the Task Force for the Acceleration of Handling Corona Virus Disease 2019 (COVID-19);
8. Presidential Decree No. 11 of 2020 about Determination of the Public Health Emergency due to Corona Virus Disease 2019 (COVID-19);

9. Presidential Decree Number 12 of 2020 about Determination of Non-natural Disasters due to the Spreading of Corona Virus Disease 2019 (COVID-19) as a National Disaster;
10. Minister of Health Regulation No. 9 of 2020 about Large-Scale Social Restriction Guidelines in Accelerating the Handling of Corona Virus Disease 2019 (COVID-19)

C. Purpose and objectives

This Circular letter aims to:

1. Arrange the implementation of trade activities in the context of maintaining the availability and distribution of goods and services needed by the public during the emergency of non-natural disaster of COVID-19.
2. Implement strict health protocols for people who oversee trade activities to stop the transmission of COVID-19.

D. Scope

1. Places of Trade Activities Conducting Trade Transactions for Staples and Important Goods, Foods, Fuel Oil, Gas, and Energy, Health Service Facilities or Other Facilities in Fulfilling Health Services, or Tourism Service Facilities, such as:
 - a) Public Market;
 - b) Modern Stores (Minimarkets, Supermarkets, hypermarkets, Department Stores);
 - c) Cookshop/Restaurants/Food stalls, Cafes;
 - d) Drug stores/Pharmaceutical Stores and Medical Devices;
 - e) Malls or Shopping Centers;
 - f) Restaurants in the Rest Area;
 - g) Salon/Spa, Entertainment venues/Tourism sites;
 - h) Certain Entertainment Places such as Zoos, Museums, Art Galleries.
2. Operational requirements for trading activities are as follows:
 - a) Public Markets
Public Markets, which sells staples, in its operations must implement strict health protocols, including:
 - 1) Ensuring all Traders, Market Managers and the supporting factors are negative of Covid-19 based on the evidence of PCR/Rapid Test results facilitated by the Regional Government, and ensuring traders wear masks, face shields and gloves while doing their activities;

- 2) Traders who sell in Public Markets are arranged in rotation with a minimum distance between traders of 1.5 meters;
- 3) Before the market opens at 06.00 to 11.00, initial screening is conducted to ensure that the body temperature of all Traders, Market Managers and their supporting personnel is below 37.3°C (following the WHO regulations);
- 4) Prohibit people with respiratory symptoms such as cough/flu/shortness of breath to enter the market;
- 5) Require visitors to use masks and maintain queuing distance of 1.5 meters and ensure each visitors body temperature is below 37.3 ° C (following the WHO regulations);
- 6) Provide facilities for washing hands with soap and hand sanitizers in the market area and maintain cleanliness by spraying disinfectants in the room/location periodically;
- 7) Maintain cleanliness of trading locations including stalls, booths, and kiosks before and after trading activities;
- 8) Maintain cleanliness of public facilities such as public toilets, trash bins, parking lots, floors/sewers, and places to eat before and after trading activities;
- 9) Apply circulation arrangements and time limits for visits and maximum number of visitors 30% compared to the number in normal conditions by implementing strict controls on the entrances and exits regulated to prevent crowds following the health protocols;
- 10) Set the time of loading and unloading of the Suppliers merchandise to and from the Public Markets; and
- 11) Optimize open spaces (parking lots and others) to sell in the context of physical distancing, by adjusting the distance between traders in a range of at least 2 meters.

b) Modern Markets (Minimarkets, Supermarkets, Hypermarkets, Department Stores)

Modern Markets (Minimarkets, Supermarkets, Hypermarkets, Department Stores) in their operation is obliged to implement strict health protocols, such as:

- 1) Apply circulation arrangements and time limits for visits and maximum number of visitors 40% compared to the number in normal conditions and implement strict controls on the entrances and exits regulated to prevent crowds in accordance with health protocols;

- 2) Ensure all Officers and Store Managers are negative of Covid-19 based on the evidence of the PCR/Rapid Test results facilitated by the Shop Owner/Local Health Office and ensuring employees wear masks, face shields, and gloves while working;
- 3) Before the Market is opened, an initial screening is applied to ensure that the body temperature of all Shop Attendees and Managers is below 37.3°C (following the WHO regulations);
- 4) Prohibit people with respiratory symptoms such as cough/flu/shortness of breath to enter the market;
- 5) Require visitors to wear masks and maintaining queuing distance of 1.5 meters and ensure each visitors body temperature is below 37.3 ° C (following the WHO regulations);
- 6) In the shop area, provide washing hands, soap, and hand sanitizers, as well as maintaining cleanliness by spraying disinfectants in the room/location regularly;
- 7) Sell hygienic goods;
- 8) Keep the distance restrictions when making payment transactions at the cashier of 1.5 meters and at most 10 people; prioritize non-cash payments/electronic money;
- 9) Optimize open spaces (parking lots and so on) for Small Traders in the context of physical distancing, by adjusting the distance between traders in a range of at least 2 meters; and
- 10) Prioritize online order and/or remotely with the delivery service facility.

c) Cookshops/Restaurants/Food stalls, Cafes

Cookshop/Restaurants/Food stalls, Cafes are obliged to implement strict health protocols in their operations, including:

- 1) Apply circulation arrangements and time limits for visits and maximum numbers of visitors of 40% compared to the number in normal conditions by applying strict controls on the entrances and exits regulated to prevent crowds based on health protocols;
- 2) Ensure that all Officers, Managers, and Waiters of Cookshops/Restaurants/Food stalls are negative of COVID-19 based on the PCR/Rapid Tests results facilitated by Cookshops/Restaurants/Food stall owners or Local Health

Office and assure they wear masks, face shields, and gloves while doing their activities;

- 3) Before the Cookshops/Restaurants/Food stalls are opened, an initial screening is conducted to ensure the body temperature of all staff, managers, and waiters of Cookshops/Restaurants/Food stalls is below 37.3°C (following the WHO regulations);
- 4) Prohibit people with respiratory symptoms such as cough/flu/shortness of breath to enter the market;
- 5) Require visitors to wear masks and maintain queuing distance 1.5 meters and visitor's body temperature must be below 37.3°C (following the WHO regulations);
- 6) Maintain cleanliness of the location by periodically spraying disinfectants including public facilities such as public toilets, trash bins, and parking lots;
- 7) Set the distance of the Buyer's queue of 1.5 meters and ensure attendees and customers are wearing masks;
- 8) Sell clean and healthy food; and.
- 9) Apply distance restrictions when making payment transactions at cashiers in the range of 1 meter and at most 5 people in line.

d) Drug stores/Pharmaceutical Stores and/or Health Facilities
Drug stores/Pharmaceutical Stores and/or Health Facilities are obliged to implement strict health protocols in their operations, including:

- 1) Apply circulation arrangements and time limits for visits and maximum number of visitors 40% compared to the number in normal conditions by applying strict controls on the entrances and exits regulated to prevent crowds following the health protocols
- 2) Ensure that all staff and managers of Drug stores/Pharmaceutical Stores and/or Health Facilities are negative of Covid-19 based on the evidence of PCR/Rapid Test results facilitated by the owner of the Drug stores/Pharmaceutical Stores and/or Health Facilities or the Local Health Office and ensure they wear masks and/or face shield, and/or gloves while doing their activities;
- 3) Before the Drug stores/Pharmaceutical Stores and/or Health Facilities are opened, an initial screening is conducted to

ensure that the body temperature of all Officers and Managers of the Drug stores/Pharmaceutical Stores and/or Health Facilities is below 37.3°C (following the WHO regulations);

- 4) Prohibit people with respiratory symptoms such as cough/flu/shortness of breath to enter the area;
- 5) In the Drug store/Pharmaceutical Store and/or Health Facility area, provide facilities for washing hands with soap, and hand sanitizers, and maintain cleanliness by spraying disinfectants in the room/location periodically;
- 6) Maintain cleanliness of the location by periodically spraying disinfectants including public facilities such as public toilets, trash bins, and parking lots;
- 7) Require Buyers/Consumers to wear a mask and maintain a queuing distance of 1.5 meters and ensure their body temperature is below 37.3°C (following WHO regulations);
- 8) Maintain a queue distance of at least 1 meter and a maximum of 5 people in line; and
- 9) Adjust the layout of the chairs in the waiting room and the distance between the drug counter and the consumer is at least 1 meter.

e) Mall or Shopping Center

Malls or Shopping Centers are obliged to implement the strict health care protocols in their operations.

- 1) Apply circulation arrangements and time limits for visits and maximum number of visitors 35% compared to the number in normal conditions by applying strict controls on the entrances and exits to prevent crowds in accordance with health protocols;
- 2) Require traders to wear masks, face shields and gloves;
- 3) Provide a hand washing area at the entrance of Malls or Shopping Centers;
- 4) Require consumers to wear a mask and wash hands before entering the mall or shopping center;
- 5) Ensure the health and hygiene of traders and consumers and their body temperature must be below 37.3 ° C (following the WHO regulations);
- 6) Apply restrictions on the distance among buyers of at least 1.5 meters;

- 7) Apply distance restrictions when making payment transactions at the cashier of 1.5 meters and at most 5 people in line;
 - 8) Maintain cleanliness of the selling location by periodically spraying disinfectants; and
 - 9) Separate entrances and exits for visitors;
- f) Restaurants in the Rest Area
- Restaurants during their operation must implement strict health protocols, such as:
- 1) Apply circulation arrangements and time limits for visits and maximum number of visitors 40% compared to the number in normal conditions by implementing strict controls on the entrances and exits regulated to prevent crowds in accordance with health protocols;
 - 2) Ensure that all Officers, Managers and Waiters of Cookshops/Restaurants/Food Stalls are Negative from Covid-19 based on evidence of the PCR/Rapid Test results conducted by Cookshop/Restaurant Owners or the Local Health Office and Ensure they wear masks and/or face shields, and/or gloves while doing their activities;
 - 3) Before the Cookshops/Restaurants/Food Stalls are opened, an initial screening is carried out to ensure the body temperature of all staff, managers, and waiters of Cookshops/Restaurants/Food stalls are below 37.3°C (following the WHO regulations);
 - 4) Prohibit people with respiratory symptoms such as cough/flu/shortness of breath to enter the shop;
 - 5) Maintain cleanliness of the location by periodically spraying disinfectants including public facilities such as public toilets, trash bins, and parking lots;
 - 6) Take-away sales and dine-in is allowed maximum up to 50% of capacity with the distance among visitors 1.5 meters and ensure they always wear masks;
 - 7) Sell clean and healthy food; and
 - 8) Apply distance restrictions when making payment transactions at cashiers in the range of 1 meter and at most 5 people in line.

- g) Salon/Spa, Entertainment venues/Tourism sites.
Salon/Spa, Entertainment venues/Tourism sites in their operation must apply strict health protocols.
- h) Certain Entertainment Venues such as Zoos, Museums, Art Galleries
Certain Entertainment Venues such as Zoos, Museums, Art Galleries in their operation must apply a maximum number of visitors 50% compared to the number in normal conditions and the ticket must be sold online.

E. Reporting

The Manager of Trade Activities is obliged to periodically report the implementation of this Circular Letter to the Head of the Local Covid-19 Task Force with a copy to the Office in charge of Trade.

F. Control, Supervision and Law Enforcement

1. A Joint Team conducts socialization, control, supervision, and guidance and/or law enforcement from the elements of the Regional Government and the Association.
2. Establish guarding and checking points at each entry and exit access for trading activities.
3. Every violation will be imposed sanctions in accordance with laws and regulations.

G. Enclosure

COVID-19 Control infographics as attached are an inseparable part of this Circular letter.

H. Closing

This Circular Letter should be used as a reference in carrying out monitoring and socialization for the implementation of trading activities.

Thus, this Circular is to be followed and conducted with full responsibility.

Stipulated in Jakarta on May 28, 2020

Minister of Trade

Agus Suparmanto

Carbon Copies of this Circular Letter are submitted to:

1. Coordinating Minister for the Economic Affairs;
2. Minister of Home Affairs;
3. Minister of Health;
4. Head of the Task Force for the Acceleration of Handling COVID-19;
5. Deputy Minister of Trade;
6. The Echelon I in the Ministry of Trade;
7. Chairperson of APRINDO;
8. Chairperson of APPSI;
9. Chairperson of ASPARINDO;
10. Chairperson of AP3MI;
11. Chairperson of APPBI;
12. Chairperson of HIPPINDO;
13. Chairperson of AP2LI;
14. Chairperson of APLI