BetterWork
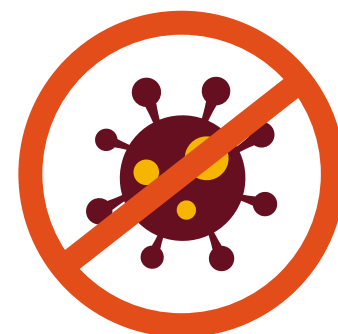## Indonesia

Compilation of Guidelines on Covid-19 Transmission, Prevention and Management

and the Best Practices in the Workplace

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Introduction

Since it was first identified in December 2019, the novel coronavirus, the cause of Coronavirus Disease-2019 (COVID-19), has become a global public health emergency. On 11 March 2020, with cases in 114 countries with a total number of people infected worldwide reaching 118,000, the World Health Organisation declared the outbreak a pandemic.

The number of cases continues to grow exponentially. In Indonesia, the number of Persons under Surveillance (ODP), patients in care (PDP) and positive cases of Covid-19 has continued to increase since the first case was announced by the President of Republic of Indonesia in early March 2020. This growth prompted the government to declare national disaster status and to issue several emergency policies including social restrictions, physical distancing and the temporary closure of schools and businesses, along with a range of economic incentives.

The garment and footwear industry is vulnerable. It is very labour-intensive and in normal operations, thousands of workers must be on factory sites at the same time. Also, the garment and footwear industry entails international travel by managers and technical experts. Therefore, the risk of transmission in this industry is a concern that must be properly assessed and addressed in a coordinated manner.

In addition, the industry's global supply chain is highly connected and dependent on conditions in other countries, both in terms of the supply of raw materials and other inputs but also the amount of demand for goods coming from international buyers. If the health emergency continues globally and domestically, the economic and employment performance of the garment and footwear sector in Indonesia will be greatly affected.

Better Work Guidelines

As part of its wide-ranging response to the Coronavirus emergency, Better Work Indonesia (BWI) has compiled a collection of guidelines on transmission, prevention and handling of Covid-19 based on guidance from the Ministry of Health, the Ministry of Manpower and other relevant Ministries of the Republic of Indonesia, the World Health Organization (WHO) and other institutions. This collection of guidelines aims to support BWI factories in the context of Occupational Health and Safety (K3) to reduce the risk of the spread of the COVID-19 virus and ensure the continuity of operational activities of factories in the garment and footwear industry. The guidelines also report best practices by BWI programme member-factories which can be used as a reference in the prevention and handling of the Covid-19 pandemic in their factories.

Prevention of Covid-19 Spread

1. What is COVID-19?

COVID – 19 is a new virus that attacks the respiratory system. It first appeared in Wuhan China, in December 2019, was then named Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-COV2), and causes Coronavirus Disease-2019 (COVID-19).[1]

A person can be infectious when coughing or sneezing causing small droplets from his or her nose or mouth to be expelled into the air. These droplets then can be breathed in by others or the droplets fall on the surrounding objects. If someone else touches an object that has been contaminated with the droplets and then touches his or her eyes, nose or mouth (facial triangle), he or she can be infected with COVID-19. This is why it is important to keep a distance of at least one meter from a person who is sick.[2]

People of all ages can be infected by this coronavirus (COVID-19), but older people and people with pre-existing medical conditions (such as asthma, diabetes, heart disease, or high blood pressure) seem to be more prone to suffering from severe illness.[3]

2. What are the Indonesian government' recommendations regarding the prevention of Covid-19 transmission at work?

In order to minimize transmission at work, companies are recommended to:[4]

1. Conduct health examinations of workers and provide Occupational Health Services in the workplace.

2. Encourage senior management of the company to immediately establish a preparedness plan in dealing with the Covid-19 pandemic to minimize the risks to workers and its business continuity.

3. Guide workers/labourers to take prevention measures for Covid-19 virus spread in the workplace.

4. Coordinate with relevant parties to prevent the spread of Covid-19 virus in the workplace.

The following are the recommended ways to prevent the spread of COVID-19 in the workplace according to the Ministry of Health and the WHO[5]:

1. Wash your hands regularly using water and soap or alcohol-based hand-rub or sanitizer.

2. Ensure that the workplace is clean and hygienic. Surfaces (such as benches and tables) and objects need to be wiped regularly using disinfectant to prevent contamination on surfaces.

3. Encourage good respiratory hygiene at work. When coughing and sneezing, cover your nose and mouth with a tissue or upper arm (not with your palm).

4. Consult with local authorities before going on a business trip, postpone trips to an area/country where this virus was found. Avoid travelling/going outside the house when feeling unwell.

5. Do not come to work/stay at home if unwell.

6. Maintain your health and fitness so that your body's stamina remains in good shape and your body's immune system is kept strong.

7. Avoid contact with other people or travel to public places.

8. Avoid touching the eyes, nose and mouth (facial triangle).

9. Use a mask to cover your mouth and nose when sick or when being in public places.

10. Safely dispose of used tissues and masks (e.g. in the trash).

11. Always monitor the development of COVID-19 disease from official and accurate sources.

12. Follow the directions and information from the health officer and the Local Health Office.

3. What should an employer do in the case of a worker or supervisor who has travelled from a country or region with a confirmed outbreak less than 14 days ago, or has been in contact with a suspected case less than 14 days ago?

The employer should report to the local health office/Manpower office if there is an expatriate or supervisor who has travelling from country/areas with a confirmed outbreak. Upon the report, the Local health office will monitor the quarantine process for 14 days, before the person in question is allowed to enter the production area.

Companies are advised to ask their workers returning from the outbreak country/areas with a confirmed outbreak to monitor themselves for 14 days whether they show symptoms and measure their body temperature twice a day. If employees exhibit symptoms of mild cough or low-grade fever (body temperature 37.3 ° C or more), they must stay at home and isolate themselves. This means they must avoid close contact (1 meter or less) with other people, including family members[6]. They should also contact the health service facility or the local community health service and provider.

Management of Covid-19 Outbreak Transmission in the Workplace

1. What should be done when a worker is sick or is in close contact with people under surveillance (ODP)?

This worker should begin the Self Isolation Protocol, as regulated in the Ministry of Health circular letter No. HK.02.01/MENKES/202/2020[7].

The followings are the subject headings in the Self-Isolation Protocol:[8]

1. When sick, stay at home.
2. Isolate yourself.
3. Steps to be taken during self-isolation
4. People under surveillance (ODP)
5. Steps to be taken when monitoring yourself
6. Precautions
7. When you need to wear a mask and how to use it

2. If a worker is tested positive for the Covid-19 virus, what should the employer do for workers and company operations?

Employers must immediately report the case to the local manpower office and health office, and ensure the fulfilment of the rights of the worker concerned as regulated in the Ministry of Manpower Circular No. M/3/HK.04/III/2020[9].

Regarding the company's operations, especially that of the department where the worker who is tested positive for Covid-19 works, the company is recommended to seek guidance from the local health office regarding further steps to reduce or eliminate the spread of the Covid-19 virus to other workers.

Note, the mechanism on forced limitations on business activities needed for the prevention and management of Covid-19 in the workplace will be reviewed in a separate guideline regarding work norms.

Best Practices and Management System from BWI Factories

1. What must a company do to minimize the impact on human resources management?

Companies are recommended to prepare good policies and procedures to minimize the risk of disruption to the business operations of the company, including appointing a person in charge or establishing a task force at the company level to make and coordinate the implementation of recommendations of the relevant authorities, such as:

1. Conducting regular reviews of company policies, such as lists of attendance and sick leave to ensure that workers have better awareness to report in case they have health problems and provide medical services as soon as possible.

2. Ensuring that all workers are provided with health services within the company, including when working overtime and are covered by the company and in collaboration with BPJS Health.

3. Developing a plan for the continuation of leadership in the absence of the leaders/decision makers or supervisors.

To avoid misunderstanding due to lack of communication, the company is recommended to consult with the representatives/trade unions to develop and disseminate procedures regarding efforts to prevent the spread of Covid-19 virus in the workplace.

2. Are there best practices that companies can do to anticipate the transmission of the Covid-19 virus in the workplace?

The followings are measures/best practices for companies to reduce transmission of the virus in the workplace:

a. Policies and Procedures

1. Socializing and educating workers regarding Covid-19, including posting posters/banners related to understanding Covid-19.

2. Urging employees not to engage in activities that involve a large number of people (social gathering, pengajian (religious learning), tablig akbar (general religious meeting), etc.) during the days-off.

3. Not spreading panic to workers in companies, but provide accurate information.

4. Establishing a COVID-19 task force in the workplace to monitor the progress of COVID-19 from the government and related agencies.

5. Cooperating with related institutions in providing training related to Covid-19.

6. Preparing SOPs related to receipt of goods, including goods from abroad (endemic areas)

7. Preparing special SOPs in the Covid-19 situation, including in the case of ODP/positive covid-19 case.

8. Socializing hotline numbers and referral hospitals for COVID-19 cases.

b. Aspects of Occupational Safety and Health in the Workplace

1. Conducting periodic, special and pre-placement health examinations to all workers.

2. Providing handwashing facilities with water and soap & hand sanitizer in the workplace.

3. Checking the temperature of workers who will enter the area workspaces.

4. Providing and encouraging the use of masks for workers and guests.

5. Making a queue line with a safe distance for workers to record their attendance.

6. Periodically sterilizing the attendance-recording machine.

7. Cleaning using disinfectants in public areas and all work areas.

8. Spraying disinfectants to vehicles entering and leaving the factory.

9. Not using carpets in the company mosque, and asking workers to bring their own praying equipment.

10. Workers are not permitted to borrow each other's personal belongings.

11. Advising not to use other workers' stationery or work equipment.

12. Modifying the dining area into an individual space by providing a barrier or providing limits of distance in the dining area for each worker.

13. Providing time for workers to sunbathe during work hours.

14. Adjust the layout of the sewing machines to provide a safe distance between the workers in the sewing department.

c. Operations

1. Dividing the break into several shifts to avoid a large number of workers gathered at the place simultaneously.

2. Changing the work hours.

3. Changing the attendance-recording system from fingerprint into a Bar-code system.

d. External Activities and Interactions with External Parties

1. Changing the system of meeting with suppliers/ customers from face-to-face into virtual meetings/ teleconferences.

2. Stopping business trips out of town and overseas

3. Restricting external guest visits, including not allowing workers, guests, visitors who are sick (especially fever and flu from entering the company premises).

4. Checking guest travel history through passport/ interview.

5. Checking guests who will enter the company premises.

3. Is there an official page to update the Covid-19 situation in local & national level of Indonesia and is there a hotline number that can be contacted?

In case a Worker or company experiences or finds a case related to Covid-19, immediately report it to the Task Force for the Acceleration of National Covid-19 Handling through the **hotline 119 ext. 9, (021) 5210411, 0812-1212-3119** or to the local authority hotline number provided.

Official pages:

- National : https://www.covid19.go.id/
- Jakarta SCR : https://corona.jakarta.go.id/
- West Java : https://pikobar.jabarprov.go.id/
- Yogyakarta SR : https://corona.jogjaprov.go.id/
- Central Java : https://corona.jatengprov.go.id/

Hot Line:

- Jakarta SCR : 112 and 0813-8837-6955
- West Java : 119 (emergency) and West Java Health Office 0811-2093-306
- Yogjakarta SR : (0274) 555585 or 0811-276-4800
- Central Java : (024) 3580713
- Banten-call-centre: 0852-1577-9659

ENDNOTES

1   https://covid19.kemkes.go.id/situasi-infeksi-emerging/info-corona-virus/tanya-jawab-coronavirus-
    disease-covid-19-qna-update-6-maret-2020/#Apakah_Coronavirus_dan_COVID-19_itu

2   Ibid

3   •   Ibid

    •   https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

4   Ministry of Manpower Letter concerning Preparedness in dealing with the spread of Covid-19 in the workplace

5   •   https://www.who.int/indonesia/news/novel-coronavirus

    •   https://covid19.kemkes.go.id/situasi-infeksi-emerging/info-corona-virus/tanya-jawab-coronavirus-

    •   https://www.who.int/docs/default-source/searo/indonesia/covid19/getting-workplace-ready-for-
        covid-19-indonesian.pdf?sfvrsn=db8990c2_2

6   https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf

7   Ministry of Health circular letter No. HK.02.01/MENKES/202/2020 concerning the handling COVID-19

8   Ibid

9   Minister of Manpower Circular Letter No. M/3/HK.04/III/2020 Concerning the Protection of Workers/
    Laborers and the Continuity of Business in the Prevention and Management of Covid-19