

Early Precautions Regarding COVID-19 in the UPNVJ Environment

Monday, 02 March 2020 16:36 WIB



The following is the contents of circular letter number: 20/UN61.0/SE/2020 concerning Early Precautions Regarding COVID-19 issued by the Chancellor of UPN Veterans Jakarta.

In connection with the increasingly widespread outbreak of disease caused by the Coronavirus (COVID-19), to avoid unwanted things, the entire UPN Veteran Jakarta extended family is urged to:

Carry out healthy lifestyle behaviors by washing hands more often with soap (*alcohol based hand rub / hand sanitizer*), consuming healthy food to increase endurance and minimize unnecessary activities in crowds.

Take care of yourself and the environment by wearing a mask and reducing interactions with fellow employees and family members for those who experience influenza/cough symptoms.

Actively take precautions against influenza including SARS and COVID-19 in their respective work units by doing:

- a. Dissemination of information without creating panic.
- b. Provide hand washing facilities using alcohol-based soap/ *hand rub* in every room/strategic location.
- c. Head of General and Household Subdivision/Head of TU Faculties/Head of Sub-Satker Subdivision to monitor cleaning staff cleaning places that often touch hands such as tables (especially in meeting rooms), doorknobs, *elevator button boards*, handrails/stair rails and others with a disinfectant (0.1% chlorine solution according to WHO standards) at least once every 1 (one) hour.

Suspending travel abroad for purposes that can be postponed, especially in countries affected by COVID-19.

New employees traveling abroad (China, Korea, Japan, Singapore, Australia, Malaysia, Vietnam, Thailand, India, United States, Canada, Italy, Germany, Netherlands, France, United Kingdom, Iran, United Arab Emirates, Bahrain and Kuwait) are advised to limit interactions with fellow employees and family members for 14 days after returning to Indonesia. If within these 14 days you experience fever, cough, runny nose, shortness of breath, etc., please immediately go to the hospital and send the results of the examination to the Head of the Bureau of General Affairs and Finance to give permission to rest.

All Heads of Sub-Work Units are more selective and carry out strict monitoring of the possibility of the spread of the corona virus (COVID-19) for activities that present speakers/consultants from abroad.

All Sub Working Units to be more selective in carrying out activities that involve many people.

Thus we convey this appeal, we ask for your cooperation in carrying out prevention and early warning activities. Hopefully the big family of UPN Veteran Jakarta will always be healthy and under His protection. Amen!

