

As of March 17 2020 UPN Veteran Jakarta Implements Work From Home

Wednesday, 18 March 2020 10:39 WIB



HumasUPNVJ - In order to fully support the government's directives regarding *social distancing* and *work from home* through circular letter number 25/UN61.0/SE/2020 the leadership of UPN Veteran Jakarta implements a work from home system for teaching staff and education staff from March 17 to March 31 2020.

The circular letter set by the Chancellor of UPNVJ on March 17 2020 is a follow-up to the letter of the Minister of Education & Culture No. 3 of 2020 concerning Prevention of *Corona virus disease* (Covid-19) in educational units and also Circular of the Minister of State Apparatus Empowerment & Bureaucratic Reform of the Republic of Indonesia No. 19 of 2020 concerning *Adjustment of the Work System of the State Civil Apparatus in Efforts to Prevent Covid-19 in Government Agencies*,

This was also carried out as an effort to anticipate and prevent the spread of Covid -19 in the campus environment. With this circular, the leadership of UPN Veterans Jakarta made adjustments to the work system as follows:

- As of March 17 to 31 2020, lecturers, educational staff and contract workers are doing work from *home* according to their respective main tasks and functions, and the deadline will be further evaluated as needed.
- The aim of doing work from *home* is to reduce the risk of transmission of Covid-19, so that everyone must remain in their respective homes, and are not allowed to leave the city.
- For lecturers, the implementation of *work from home* includes all Tridarma activities including learning activities that have been predetermined by *E-learning* / Distance Learning (PJJ).
- Lecturers, educational staff and contract workers who receive special assignments from the Head of Subsater are required to attend by carrying out the Covid-19 prevention protocol. For those who get special assignments, working hours start at 09.00 to 14.00 WIB.
- All UPN Veteran Jakarta employees are required to monitor announcements/information on the UPN Veteran Jakarta website/other social media which are used to provide information/directions.

Work activities carried out at home are reported as follows:

- a. Lecturers report distance learning / *e-learning* activities every time they teach. Research and community service activities are reported weekly. All lecturer activity reports are reported via email/Whatsapp to the Head of Study Program .
- b. Education staff and contract workers record all work activities from home using a *Log Book* to their direct superiors via email/Whatsapp.

With the implementation of this system, it is hoped that it can prevent the entry of the covid-19 virus into the UPN Veterans Jakarta environment.

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