

APPEAL RELATED TO COVID-19 CONTAGION

Circular Letter : 0004/B/KL.01.01/36/SE/2020

According to the outbreak of pneumonia cases due to corona virus (COVID-19) in several countries as well as referring to the Circular Letter of the Ministry of Health of the Republic of Indonesia No SR.02.02 / II / 270/2020 concerning the Preparedness Guidelines for Corona Virus Novel Infection (COVID-19), we convey some things as follows :

1. COVID-19 is a new type of corona virus that can cause infection of the respiratory tract and has possibility of worsening the symptoms if it is not detected and treated quickly and appropriately.
2. All employees are expected to remain calm but remain vigilant when experiencing symptoms of fever, coughing, respiratory distress accompanied by chest pains.
3. If an employee experiences the symptoms mentioned in point (2), then he/she must contact the health facility immediately.
4. All employees are required to suspend official and non-official business trips to a country that currently finds positive cases of COVID-19 as listed in Appendix 1 until further notice.
5. All work units are expected not to receive non-urgent official visits from countries that are currently facing the outbreak of corona virus cases as listed in Appendix I.
6. If official and non-official travel is very urgent and cannot be postponed, the employee must report the trip to the OSH Department and HR Operational Department in accordance with the format in Appendix 2.(A) and subsequently must obey all procedures to prevent and handle Corona Virus cases that are has been determined as follows:
 - a. After get back from abroad, employees (and their families when the trip is carried out with the family) must report and conduct an inspection at Petrokimia Gresik Hospital.
 - b. Employees must do health monitoring by the Petrokimia Gresik Hospital for 14 days after returning to Indonesia.
 - c. During the monitoring status, employees will be rested at home but must do inspection every 2 days at home conducted by Petrokimia Gresik Hospital (homecare) until the employee is declared healthy as evidenced by the Health Letter in accordance with Appendix 2 (B).
 - d. During rest at home, the employee is considered absent from work due to illness.
 - e. Employees must obey all provisions regarding COVID-19 prevention and control procedures in accordance with Appendix 3 (A).
 - d. The head of work unit is obliged to ensure that employees under his coordination to implement the provisions in point (e).
7. All work units are required to report to the OSH Department in the format according to appendix 2.(C) if there are employees in the unit who have :
 - a. Travel abroad to countries that have contracted the corona virus in accordance with Appendix 1 in the period February 14, 2020 until this circular was published.
 - b. Make contact with foreigners from countries that have contracted the corona virus in accordance with Appendix 1 from the period of February 14, 2020.
 - c. Employees who have a history / contact listed in points (a) & (b) are required to implement and obeying the conditions set forth in number 6 or other conditions based on the consideration of a Company Doctor.
8. All Company guests who will enter Petrokimia Gresik are required to use masks and comply with all prevailing preventive procedures at PT Petrokimia Gresik in accordance with Appendix 4.



9. All contractor companies which working in the area of PT Petrokimia Gresik are required to comply all provisions related to corona virus prevention that carried out by PT Petrokimia Gresik.
10. All employees are asked to always maintain health and pay attention to the following :
 - a. Maintain the hand hygiene regularly, especially before touching the mouth, nose and eyes and after touching public installations.
 - b. Wash your hands with water flow and soap for at least 20 seconds and avoid use the public hand dryer towels. If there is no hand washing facility, you can use 70% alcohol handrub. The use of handrub is limited to a maximum of 5 times in a row, meaning that hand washing the 6th time after 5 consecutive handrub is to use water flow and soap.
 - c. Cover mouth and nose with tissue when sneezing or coughing. If you do not have tissue, please do not use a handkerchief, it is recommended to cover the nose / mouth by using the arm inside the elbow.
 - d. Avoid close contact with patients who have symptoms of respiratory tract infections. If it is not very urgent (aimed at having a personal health check), it is recommended not to visit the health facility which is there are many sick people gather. This point is especially important for individuals who are still children and for geriatric individuals (old age).
 - e. If you wear a mouth mask, make sure it is used correctly. Likewise, the release of a mask must also be right. (Check the condition of the mask, make sure it does not tear, put the colored side on the outside, the hard side is on the top / nose, press the top side of the mask so that the shape adjusts to the nose, adjust the bottom side to cover the chin so as to leave a slight gap, and wash your hands shortly after take off the mask).

ADDITION

Circular Letter : 0006/B/KL.01.01/36/SE/2020

Completing the Circular Letter Number: 0004/B/KL.01.01/36/SE/2020 on March 6, 2020 regarding Precautions of COVID-19 and after the stipulation of COVID-19 as a national disaster in Indonesia, we submit the following precautions :

1. Prohibit all employees to :
 - a. Non-official travel abroad (traveling, religion, etc.).
 - b. Take a business trip abroad, except for urgent matters and have obtained permission from the Board of Directors.
 - c. Limiting domestic travel, especially cities as follows Jakarta, all cities in Bali, Solo, Yogyakarta, Semarang, and Manado, as well as other cities determined to have positive cases of COVID-19.
 - d. If the employee goes on business trips on points b and c then after returning to Gresik, employees are required to conduct initial inspection and data collection at the Emergency Instalation of Petrokimia Gresik Hospital at Jl. Jendral. A. Yani.
 - e. Violation of the above provisions, employees will be given a written warning in accordance with the Employee Discipline Rules.
2. Appeals to all work units to temporarily not receive official/domestic and foreign guest/vendor service visits and suggested to use telecommunications facilities.



3. Temporarily stop all activities involving employees or participants with a total 50 people or more including but not limited to such activities :
 - a. Innovation Convention Week,
 - b. PG and Indonesia Anniversary Celebration,
 - c. Ceremony,
 - d. Sports Tournament or sport club,
 - e. Training,
 - f. Employees and family recreation,
 - g. Employees Orientation,
 - h. Partners Gathering.
4. Minimize the activities of internal meetings and routine meetings and replace them with telecommunications media.
5. All Work Units carry out general cleaning independently using disinfecting liquids on surfaces of objects that are frequently touched such as work tables, door handles, elevator buttons, and handrails of stair while still using latex gloves.
6. All Work Units and Contractors for the attendance record, temporarily do not using fingerprints and instead use manual presence according to the format published by the HR Operations Department until further notice.
7. Appeal to reduce handshake and replaced with an alternative greeting "Namaste".
8. The above provisions are valid since it's issued until the revocation of the COVID-19 Alert Circular Letter.

Thus we convey this appeal. Thank you.

PT PETROKIMIA GRESIK

RAHMAD PRIBADI
PRESIDENT DIRECTOR

