

ANALYSIS OF THE ROLE OF THE COVID OFFICER UNIT IN COMPANY ORGANIZATIONS

Dedi Rianto Rahadi¹ , I Putu Nara Krisna Dewantara²

Management President University¹ , Information System, President University²

Email Corresponding Author : dedi1968@president.ac.id¹,
i.dewantara@student.president.ac.id²

Abstract : *This study aims to analyze the role of the Covid-19 task force in corporate organizations. This research is qualitative. The Data collection tools used were direct observation and documentation study. **Result:** research related to COVID-19 officer unit Appointment Decree No. 142/SII/HO/ADM/IX/2020 which appointed 21 employees with 1 chairman, 1 deputy chairman, 1 public relation and legal officer, 2 regional coordinators, 3 secretaries, and 16 sub-coordinators. Furthermore, the review results of Circular 065/SIT-HO/ADM/II/2020, each Department at PT Sankyu Indonesia International are advised to take all actions such as (1) Preparing thermometer gun at entrance to the building and worksite. (2) To prevent as much as possible, the entry of visitors to the office/workplace. (3) Meetings are conducted via video conference. (4) Avoiding unnecessary official travel; (5) Carryout important correspondence via official email (6) Serve delivery and reception by couriers at the entrance of office buildings (7) Ensure proper cleaning (8) Ensure supplies of hand sanitizer, soap, and water run in the bathroom. (9) Employees are advised to maintain their health (10) People who have the authority to give leave are advised to give leave whenever there is a request for self-quarantine as a precaution; and (11) Advise employees who are at higher risk, namely older employees, pregnant women and employees with underlying medical conditions, to take extra precautions*

Keywords: *COVID-19 officer unit; organizational; a company.*

INTRODUCTION

The world is being affected by the coronavirus disease (COVID-19). The World Health Organization (WHO) is coordinating global efforts to manage the impact and declares COVID-19 a global pandemic on March 11, 2020 (WHO, 2020). The scale of the impact is unprecedented, and research suggests that it may take more than a decade for the world to recover, both socially and economically (United Nations, 2020) and may significantly disrupt progress on the Agenda for Sustainable Development as the 2030 target. On 27 March, G20 countries pledged \$ 5 trillion to defend the global economy against COVID-19, while the United Nations (UN) launched a Global Humanitarian Response Plan for COVID-19 (United Nations, 2020). The pandemic which started in the city of Wuhan, Hubei province, China has brought many new challenges to public health in various countries. The world has experienced a global public health crisis in the last 20 years caused by infection with new viruses, such as HIV, Influenza A virus subtype H1N1, Influenza A virus subtype H5N1, SARS-CoV1, MERS-CoV, and Ebola. However, the epidemiological novelty of COVID-19, caused by a strain of the coronavirus (SARS-CoV2), reveals our lack of preparedness given its sudden and rapid spread that many governments around the world are unprepared for.

On March 26, WHO issued six priority strategies, which will be carried out by the government to contain the pandemic. The strategies are as follows: Expand, train and implement health workers; Implement a system to find suspected cases; Increase test production and increase availability; Identifying facilities that can be converted into coronavirus health centres; Develop a plan for case quarantine; and refocusing government measures to suppress the virus (WHO, 2020). Reducing and delaying the peak of the epidemic is important. Uncontrolled action will

lead to a rapid increase in the number of cases, peak earlier and require more capacity of the health care system to respond, while stringent control measures implemented early will help reduce the number of cases, delay reaching the peak and are in dire need. lower capacity of the health care system (World Economic Forum, 2020).

Indonesia is the fourth most populous country in the world, and as such is expected to suffer greatly and over a longer period, when compared to other less populous countries (ADB, 2020). In Indonesia, many local, national and international companies have also been affected by this global pandemic. As COVID-19 suddenly changed normal work routines, it also led to the acceleration of an already ongoing trend involving the migration of jobs to online or virtual environments. The main difference when considering research on practices such as Working From Home (WFH) before the pandemic, is that WFH was previously responsive to employee preferences but COVID-19 forces many to Work From Home (WFH) or Work from Home. A Gartner (2020) survey of 229 Human Resources (HR) departments shows that about half of companies had more than 80% of their employees working from home during the early stages of the COVID-19 pandemic and is expected to be substantial in the long term. an increase in remote work after the pandemic. Employee performance is the result of work in quality and quantity achieved by an employee in carrying out his duties in accordance with the responsibilities given to him. Low company performance will make it difficult for the company to compete and achieve its goals.

The need for millions of workers for WFH in response to COVID-19 has accelerated the recent trend of remote working facilitated by improved connectivity and communication technology. Although "remote work" is a

broader category because it can include working from anywhere (ie, not necessarily at home), we know that some like professionals who need to perform complex tasks requiring little interaction with colleagues prefer and are preferring more. productive if they are WFH (Allen, Cho, & Meier, 2014). Faced with an unprecedented public health crisis and dire economic and social consequences, governments around the world have been tasked with responding quickly, efficiently and coherently to a range of challenges ranging from coordinating emergency responses to managing the imminent economic impact. for the lock action, and define a timeline and scope for lifting the lock action. Before the crisis, most OECD countries (2020) had some form of the national framework for crisis management, often rooted in civil protection mechanisms, with the aim of strengthening whole-of-government responses to various hazards and threats.

Given the complexity of the pandemic and its multiple consequences, governments must adapt quickly and ensure that appropriate coordination capacity is in place. The emergency institutional arrangements for dealing with the pandemic-wide coronavirus (COVID-19) fall into four categories: (1) ad hoc arrangements, (2) existing structures adapted to crises, (3) temporary structures provided by crisis management plans, policies, or laws on national security, and (4) a hybrid approach, combining the two or three mechanisms mentioned above (OECD, 2020). One of the organizations that apply this rule is PT Sankyu Indonesia International.

PT Sankyu Indonesia International is a company engaged in the contracting sector and is located in the Jababeka II Area, Desa Pasirsari, Kec. Cikarang Selatan, Kab. Bekasi. As of March 9, 2020, this company

implemented the prevention and spread of COVID-19. As of June 3, 2020, Koichi Harada as President Director of PT Sankyu Indonesia International issued a Decree on the Appointment of the COVID-19 Officer Unit with letter number 142 / SII / HO / ADM / IX / 2020. This shows the seriousness of the company in responding to the spread of COVID-19. Based on this background, researchers are interested in discussing, "Analysis of the Role of the Covid-19 Task Force in Company Organizations."

Research Method

This research is qualitative research. Qualitative research is conducted under natural conditions and is the discovery in nature. In this study, the researcher is the key instrument. The essence of qualitative research is observing people in their interaction environment, trying to understand the language and interpretations of the world and its surroundings (Iskandar, 2009). In this study, there was one information from the monitoring team, namely Mr Fuad, who provided information regarding the procedures used by PT Sankyu Indonesia International in handling the spread of COVID-19 among the company's employees. The data collection tools used were direct observation and documentation study. This research is located at PT Sankyu Indonesia International in the Jababeka II Area, Desa Pasirsari, Kec. Cikarang Selatan, Kab. Bekasi.

Results and Discussions

As of 16 October 2020, a total of 353,461 cases have been confirmed in Indonesia with 12,347 deaths and 277,544 recoveries

so far (AHK, 2020). For the official count from the COVID-19 Task Force mandated by the Indonesian government. Indonesia has taken various steps to respond to the COVID-19 pandemic. This section contains a combined list of steps that have been or will be taking effect in the near future. Chairperson of the COVID-19 and Economic Recovery Committee (KPCPEN) and Coordinating Minister for the Economy Airlangga Hartarto said Indonesia would have 30 million vaccines by the end of this year. The government will immediately begin the vaccination process according to the mandate of the Presidential Decree issued in early October 2020. The Jakarta government has decided to reactivate the transitional PSBB policy, citing a decrease in the number of cases following the re-implementation of a more stringent urban PSBB form in the last four weeks (AHK, 2020). Through the Decree of the Governor of DKI Jakarta No. 101/2020, the transitional PSBB, which will be implemented from 12 October to 25 October, unless there is a significant increase in COVID-19 cases, means that restaurants and cinemas are allowed to accept customers, even though half the capacity is regulated in the PSBB provisions. transitions among others. The Minister of Finance has issued the Minister of Finance Regulation Number 149 / PMK.04 / 2020 concerning the Second Amendment to the Minister of Finance Regulation Number 34 / PMK.04 / 2020 concerning Customs and Taxation Duties / Facilities for imported goods with the aim of fighting the COVID-19 pandemic. The regulation revised the list of goods that qualify for tax facilities to no longer include hand sanitizers, disinfectants, and

others.

The DKI Jakarta Provincial Government has issued DKI Jakarta Governor Decree Number 959/2020 concerning the Application of Large-Scale Social Restrictions (PSBB) in Handling COVID-19 in Jabodetabek. This decree regulates the revocation of the governor's transitional PSBB policy in returning to the PSBB policy based on the Regulation of the Governor of DKI Jakarta No. 88/2020, which amends Governor Decree No. 33/2020 issued in April on the implementation of the PSBB policy. The PSBB status will last until 27 September 2020 and can be extended to 11 October 2020, if there continues to be a significant increase in the number of COVID-19 infections. This affects the work system of PT Sankyu Indonesia International. As of June 3, 2020, Koichi Harada as President Director of PT Sankyu Indonesia International issued a Decree on the Appointment of the COVID-19 Officer Unit with letter number 142 / SII / HO / ADM / IX / 2020. The decree appointed 19 employees as COVID Officer Unit with 1 chairman, 1 deputy chairman, 1 public relation and legal officer, 2 regional coordinators, 3 secretaries, and 16 sub-coordinators.



Figure 1. Health Protocol at the Office of PT. Sankyu Indonesia International

Basic precautions include simple public health measures at PT Sankyu Indonesia International which must be followed to reduce the risk of COVID-19 infection. This action needs to be observed by all (employees and visitors) at all times. This includes: (a) A physical distance of at least one meter which must be adhered to at all times; (b) The use of face coverings/masks is mandatory; (c) Washing hands with soap (for at least 40-60 seconds) even when hands are not visibly soiled e.g. when (arriving at work, before eating, after contact with other people, after handling possibly contaminated objects, after going to the toilet) and use a hand sanitizer based on at least 70% alcohol (for at least 20 seconds); (d) Strict respiratory ethics should be followed. This involves the strict practice of covering one's mouth and nose when coughing/sneezing with a tissue/handkerchief / bent elbow and disposing of used tissue properly (place to cover and wash hands with soap and running water afterwards); (e) Do not touch your face when your hands are dirty; (f) Avoid sharing personal tools (prayer utensils, cutlery, etc.); (g) Self-health monitoring by all and reporting of any illness as early as possible.

Head of Departments and Administration Managers at PT Sankyu Indonesia International to ensure that guidelines regarding special precautions for offices issued by the Indonesian Ministry of Health must be followed. Any staff who are reported to have a flu-like illness should not come to the office and seek medical advice from the local health authorities. These persons, if diagnosed as suspected/confirmed cases of COVID-19 must immediately notify the competent office. Any staff requiring home quarantine based on the activity of the

detention zone in their residential area should be allowed to work from home. Guidelines from the Minister of Health-related to organizing meetings, coordinating visitors must be followed carefully (AHK, 2020). From the summary data of PT Sankyu Indonesia International's employee permits, leave and service as of September 2020, from 36 employees divided into 22 employees for work permits and the rest for official purposes. For employees who have permission, are required to share lock or send the current location to the company. Meanwhile, employees who are in the interests of the office are obliged to carry out a rapid test without sharing

Based on the observations of researchers and a review of Circular 065 / SIT-HO / ADM / II / 2020, each department at PT Sankyu Indonesia International is advised to take all necessary actions such as (1) Preparing a "thermometer gun" at the building entrance and location. work if possible. Mandatory hand sanitizer placement at the entrance to the building/workplace. Those who are found to have flu-like symptoms are advised to undertake proper care/quarantine, etc.; (2) To prevent as much as possible, the entry of visitors to the office/workplace. Regarding routine visitors / temporary ID-Badge must be suspended immediately. Only visitors who have the proper permissions from the director or above they wish to meet should be allowed after being properly screened; (3) Meetings, wherever possible, should be conducted by video conference. To minimize or reschedule large gatherings unless necessary; (4) Avoiding unnecessary official travel; (5) Carry out important correspondence via official e-mails and avoid sending files and documents to other

offices, as much as possible; (6) Serving delivery and reception by courier at the entrance of office buildings, as much as possible; (7) Ensure proper cleaning and frequent sanitation in the workplace, especially on frequently touched surfaces; (8) Ensure a regular supply of hand sanitizer, soap and running water in the bathroom. (9) Every employee is advised to take care of his health and pay attention to respiratory symptoms/fever and if he feels unwell, should immediately leave the workplace after notifying his manager; (10) People who have the authority to grant leave are advised to give leave whenever there is a request for self-quarantine as a precaution; and (11) Advise all employees at higher risk, namely older employees, pregnant women and employees with underlying medical conditions, to take extra precautions. The department must be careful not to expose these employees to front-line jobs that require direct public contact.

PT Sankyu Indonesia International has also carried out a process of checking and monitoring employee body temperature since March 26, 2020. The process flow is as follows.

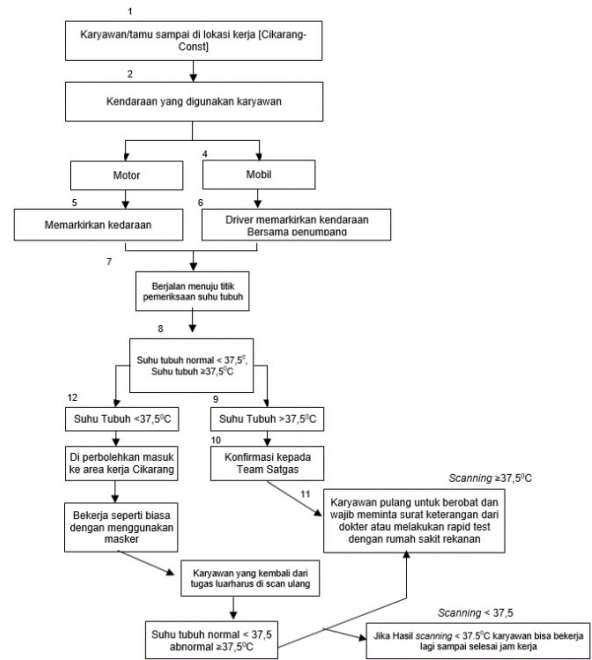


Figure 2. The flow of Body Temperature Inspection and Monitoring of PT Sankyu Indonesia Employees (in Bahasa) International

Based on the above process flow, it can be seen that in stages 1-6, employees [local and expatriates], sub-contractors, employees from the job site and guests arriving at the Cikarang Const must go to and report to the checkpoint and monitor body temperature before doing an activity. In stages 7-8, if the employee is found to have a normal body temperature $< 37.50^{\circ}\text{C}$, the employee can work normally using a mask that has been given by the company / specifically for guests to bring their own. And body temperature is considered abnormal if it is $\geq 37.50^{\circ}\text{C}$. In stage 9-10, the employee's body temperature $> 37.50^{\circ}\text{C}$ must wait in the restroom for 10 minutes and then re-scan if the result is abnormal then inform the coordinator and fill out the form to be allowed to go home and see a doctor. In steps 11 and 12, the employee is required to seek treatment and ask for a certificate from the doctor regarding the

cause of high body temperature [$> 37.50C$], and the letter is given to the administration on the following day. If the results of the inspection and monitoring of the employee's body temperature are $<37.50C$, then the employee/guest can enter the work area using a mask while in the Cikarang Construction work area. Stage 13-15, employees are required to wear a mask provided by the company during work activities in the Cikarang Const area. If the mask given is damaged, the employee must ask the mask to return to the Administration and the employee who returns from outside duty for survey, meeting and other purposes must be re-scanned with the same process. In stages 16 and 17, if the normal scanning results are $<37.50C$ the employee can immediately enter the work area in Cikarang Const and if the abnormal screening result is $\geq 37.50C$ the employee is required to wait in the restroom for 10 minutes to be re-scanned if the results are normal they can enter the area work and if the result is abnormal then it is obligatory to inform the coordinator and fill out the form to be allowed to go home and have a doctor checked.

Also, several prohibitions and recommendations were implemented at this PT located in Bekasi. Following Document No. SII-QSHE-001 entitled Procedures for Handling the Spread of Covid-19 at the Workplace at PT Sankyu Indonesia International. Recommendations at work, namely: (1) Maintain personal hygiene and maintain physical distance; (2) Wash your hands frequently. Wash your hands with soap and rinse with water or use an alcohol-based hand rub. Wash hands even if they look clean; (3) Covering nose and mouth with a handkerchief/tissue when sneezing and coughing; (4) Dispose of used tissue

into a closed container immediately after use; (5) Maintain a safe distance from people during interactions, especially with those experiencing flu-like symptoms; (6) Sneezing on the inside of the elbow and not coughing on the palms of the hands; (7) Take regular body temperature and check for respiratory symptoms; (8) Use your elbow to open the door; (9) Visit a doctor if you feel unwell (fever, shortness of breath and cough). When visiting the doctor, wear a mask/cloth to cover your mouth and nose. Next is the prohibition of employees at PT Sankyu Indonesia International during the COVID-19 pandemic as a precaution, namely: (1) Shaking hands; (2) Having close contact with anyone, if you have a cough and fever; (3) Touching eyes, nose and mouth; (4) Sneezing or coughing into the palms of the hands; (5) Spitting in public; (6) Travel unnecessarily, especially to affected areas; (7) Participating in large gatherings, including sitting in groups in the cafeteria; (8) Visiting gyms, clubs and crowded places etc.; (9) Spread rumours or panic.

Even though the above steps have been taken, the incidence of cases involving employees who work in offices cannot be ruled out. The following actions will be taken under such circumstances: (1) When one or more people sharing a room/office is found to be suffering from symptoms suspected of COVID-19, namely: (a) Place the sick person in a room or area where he is isolated from other people at the workplace. Provide a mask/face covering until he is examined by a doctor; b. Report to the relevant health authorities immediately; (c) The risk assessment should be carried out by the Head of the department together with the Safety Manager and therefore further input should be made regarding case management, their contacts and the need for

disinfection; (d) Suspected cases, if there are mild symptoms / very mild symptoms according to the assessment of the health authorities will be isolated at home, and subject to fulfilment of the criteria set out in the guidelines of the minister of health; (e) A suspected case, judged by the health authorities as moderate to severe, will follow the MOH guidelines; (f) The task force team consisting of administrative staff, administrative managers, safety managers and department heads of relevant departments is required to establish a contact list; (g) Measures required for contact tracing and workplace disinfection will be initiated once a patient report is received as positive. If there is a lot of contact from pre-symptomatic/asymptomatic cases, clusters may appear in the work environment. Due to the close environment in the workplace setting, this could even be a large cluster (> 3 cases). The essential principles of risk assessment, isolation and quarantine of contacts, case referral and management will remain the same. However, the setting scale will be higher. Next up is the contact risk. Contacts will be categorized into high and low-risk contacts by the Manager. High-risk contacts must be quarantined for 14 days. They will follow home quarantine guidelines as set by the Minister of Health. These individuals must undergo testing according to the protocol of the Indonesian minister of health. Low-risk exposure contacts must continue to work and monitor the health of the worker for 14 days. Contacts are people who have been exposed to a confirmed case between 14 days before the onset of symptoms (in positive cases) and the date of isolation (or a maximum of 14 days after symptoms set in the case).

PT Sankyu Indonesia International is also committed that if one or two cases are reported, the disinfection procedure will be limited to the place/area the patient visited in the last 48 hours. There is no need to close the entire office building / stop work in other areas of the office and work can be resumed after disinfection according to established protocols. However, in the event of a larger outbreak, the entire building must be closed for 48 hours after thorough disinfection. All staff will work from home until the building is sufficiently disinfected and declared fit for re-occupation. Indoor areas include office space. Office space, including meeting rooms, should be cleaned every evening after office hours or early morning before the room is occupied. If the surface looks dirty, it should be cleaned with soap and water before disinfection. Before carrying out cleaning, workers must wear Personal Protective Equipment (PPE) and masks. Clean the room from the cleaner areas and move on to the dirtier areas. All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guards, office rooms, meeting rooms, cafeterias should be mopped with a 1% sodium hypochlorite disinfectant or phenolic disinfectant. High contact surfaces such as elevator buttons, handrails/handrails and call buttons, escalator handrails, public counters, intercom systems, equipment such as telephones, printers/scanners, and other office machines should be cleaned twice daily with linen/cloth Wetted absorbent 1% sodium hypochlorite. Frequently touched areas such as tabletops, chair handles, pens, diary files, keyboards, mice, mousepads, tea makers, coffee makers, etc. Must be specially cleaned.

For metal surfaces such as door handles, safety locks, locks, etc. 70% alcohol can be used to wipe off surfaces that are not suitable for using bleach. Hand sanitizers are also installed in office buildings (especially at entrances) and near high contact surfaces. In a meeting room/office, if someone is coughing, without following manners or breathing masks, the area around the seat should be emptied and cleaned with 1% sodium hypochlorite. Also, all employees should consider cleaning the work area in front of them with a disinfectant cloth before use, and sit one chair further away from the other, if possible.

Outdoor areas have less risk than indoor areas due to air currents and sun exposure. This includes bus stops, train platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted at frequently touched/contaminated surfaces. Sanitation workers at PT Sankyu Indonesia International must use separate cleaning kits for toilets (mop, nylon scrubbers) and separate devices for washbasins and toilets). They should always wear protective disposable gloves when cleaning toilets. Several methods are used, namely: (a) 70% alcohol can be used to wipe the surface where the use of bleach is not suitable, for example, metal. (Chloroxylenol (4.5-5.5%) Benzalkonium Chloride or other disinfectant proved to be effective against the coronavirus can be used according to the manufacturer's instructions); (b) Always use freshly prepared 1% sodium hypochlorite; (c) To prevent cross-contamination, dispose of cleaning agents made of cloth (mops and rags) in a suitable bag after cleaning and disinfection, tie the bag. (d) Disinfection of

all cleaning equipment after use and before use elsewhere; (e) Disinfect buckets by immersing in bleach solution or rinsing with hot water.

In addition, this company also regulates the use of employee Personal Protective Equipment. Appropriate Personal Protective Equipment (PPE) which includes the following when carrying out cleaning and disinfection work. Employees are required to wear rubber boots, gloves and a triple mask and damaged gloves must be removed and discarded, and replaced with new ones. All PPE used is single-use PPE must be removed and disposed of after cleaning activities are completed. Hands should be washed immediately with soap and water after each PPE is removed, after cleaning is complete; The use of masks is effective if worn according to the instructions and installed correctly. Masks should be discarded and replaced if damaged or wet.

PT Sankyu Indonesia International also in the procedures for handling COVID-19 mentioned the guidelines for using the correct three-layer surgical mask. The steps are: (a) Clean hands; (b) Unfold it and make sure it is facing downwards; (c) Place it over nose, mouth and chin; (d) Place the flexible nose piece over the bridge of the nose; (e) Fasten the straps (upper straps to be tied over the head over the ears of the lower straps at the back of the neck); (f) Make sure there are no gaps on either side of the mask, adjust it to fit; (g) Do not let the mask hang around the neck; (h) Change the mask after six hours or as soon as it gets wet; (i) Disposable masks must not be reused and must be discarded (j) When removing masks, care should be taken not to touch the outer surface of the mask that could

potentially become infected; To change the mask first remove the lower strap and then the upper strap and remove the mask using the upper strap; (1) Disposal of used masks: Used masks must be considered as potentially infected medical waste. Dispose of the mask immediately in a closed bin after use.

When PT Sankyu Indonesia International employees are deemed as non-covid suspects, what the company will do is to be referred or transferred to a non-COVID-19 health facility for further treatment according to referred clinical instructions or transfer to COVID-19 health facilities for further treatment (including testing) according to clinical directions. Isolate suspected cases at designated Covid health facilities or home Carry out contact records. Follow medical advice from the treating doctor and continue to follow the basic precautions for the COVID test.

This shows that PT Sankyu Indonesia International has implemented health protocols according to the fifth revision of the Guidelines for the Prevention and Control of COVID-19 by the Ministry of Health, which includes new terminology for patients stipulated in Minister of Health Decree No. 413/2020 as well as the government's latest epidemiological control methods. has been adopted in accordance with the latest WHO guidelines. The guidelines for preventing and overcoming COVID-19 adopt a new term, namely suspect case, probable case, confirm the case, comorbidity, complications, and co-incidence which are implemented in the form of sequential stages 1-17 as well as treatment procedures for related employees to minimize spread COVID-19 in related companies.

Conclusions

PT Sankyu Indonesia International is a company engaged in the contractor sector and is located in Jababeka II Area, Desa Pasirsari, Kec. Cikarang Selatan, Kab. Bekasi. As of March 9, 2020, this company has implemented the prevention and spread of COVID-19. Basic precautions include simple public health measures at PT Sankyu Indonesia International which must be followed to reduce the risk of COVID-19 infection. This action needs to be observed by all (employees and visitors) at all times. Based on the observations of researchers and a review of Circular 065 / SIT-HO / ADM / II / 2020, each department at PT Sankyu Indonesia International is advised to take all necessary actions such as (1) Preparing a "thermometer gun" at the building entrance and location work if possible. Mandatory hand sanitizer placement at the entrance to the building/workplace. Those who are found to have flu-like symptoms are advised to undertake proper care/quarantine, etc.; (2) To prevent as much as possible, the entry of visitors to the office/workplace. Regarding routine visitors / temporary ID-Badge must be suspended immediately. Only visitors who have the proper permissions from the director or above they wish to meet should be allowed after being properly screened; (3) Meetings, wherever possible, should be conducted by video conference. To minimize or reschedule large gatherings unless necessary; (4) Avoiding unnecessary official travel; (5) Carry out important correspondence via official e-mails and avoid sending files and documents to other offices, as much as possible; (6) Serving delivery and reception by courier at the entrance of office buildings, as much as possible; (7) Ensure proper cleaning and frequent sanitation in the workplace, especially on frequently touched surfaces;

(8) Ensure a regular supply of hand sanitizer, soap and running water in the bathroom. (9) Every employee is advised to take care of his own health and pay attention to respiratory symptoms/fever and if he feels unwell, should immediately leave the workplace after notifying his manager; (10) People who have the authority to grant leave are advised to give leave whenever there is a request for self-quarantine as a precaution; and (11) Advise all employees at higher risk, namely older employees, pregnant women and employees with underlying medical conditions, to take extra precautions. Departments are careful not to expose these employees to front-line jobs that require direct public contact.

Also, several prohibitions and recommendations were implemented at this PT located in Bekasi. In accordance with Document No. SII-QSHE-001 entitled Procedures for Handling the Spread of Covid-19 at the Workplace at PT Sankyu Indonesia International. Recommendations at work, namely: (1) Maintain personal hygiene and maintain physical distance; (2) Wash your hands frequently. Wash your hands with soap and rinse with water or use an alcohol-based hand rub. Wash hands even if they look clean; (3) Covering nose and mouth with a handkerchief/tissue when sneezing and coughing; (4) Dispose of used tissue into a closed container immediately after use; (5) Maintain a safe distance from people during interactions, especially with those experiencing flu-like symptoms; (6) Sneezing on the inside of the elbow and not coughing on the palms of the hands; (7) Take regular body temperature and check for respiratory symptoms; (8) Use your elbow to open the door; (9) Visit a doctor if you feel unwell (fever, shortness of breath and cough). When visiting the doctor, wear a mask/cloth to cover your mouth and nose. Next is the prohibition of employees at PT

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From the results of this research, it can be seen that practitioners and organizational stakeholders must be able to take steps to manage and reduce the negative effects of COVID-19 and start designing an evidence-based road map to move forward. Apart from that, from the holistic narrative review that has been presented, it can be examined from other aspects for the development of science.

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