CIRCULAR LETTER
Number: 003/HKM5/WR2/2020
CONCERNING
POLICY ON ACCESS TO TELKOM UNIVERSITY AREAS AND BUILDINGS IN THE STATE OF EMERGENCY
OVER THE COVID-19

To all Civitas Academica of Telkom University and the Third Parties:

In response to the emergency declaration over the Corona Virus Disease (Covid-19) at Telkom University and by referring to previous Rector's Circular Letters and the last is Number: 45/SKR4/REK/2020 dated 23 March 2020 on the State of Emergency over the Corona Virus Disease (Covid-19) Outbreak at Telkom University determined **until 29 May 2020**, Telkom University has adopted a decision, as the policy on access to Telkom University Areas and Buildings in the State of Emergency over the Covid-19 as follows:

1. Access Enforcement to Telkom University Dayeuhkolot Campus Gate, it is only 1 (one) enter and exit Gate via **Gate 3**.
2. Access Enforcement to Telkom University Geger Kalong Campus Gate, it is only 1 (one) enter and exit Gate via **Gate 1**.
3. The Gate mentioned in article 1 and 2, is closed for both access except students/employees/ 3rd parties who have permission from the officials/authorities or under the circumstances that require other parties to be permitted to enter.
4. The official/authorized party grants permission/confirmation to access areas and buildings for:
   1. Student
      1. Regular Students who stay at Dormitory: Having a permission to Dormitory Management in each dormitory building (according to the Announcement of the Director of Student Affairs Number: 182/KMHS4 / BKA / 2020 dated 24 March 2020).
      2. International Students who stay at Dormitory: Having a permission to Manager of International Office.
   2. Employee
      1. Lecturers: default WFH, Having a permission to the Head of Study Programs.
      2. Full time/Outsource/Part time Employees (TLH): default WFH, except for those who have assignments/shifts, Having a permission to supervisors.
   3. The 3rd party
      1. Cleaning Service and Security: Having a permission to Assistant Manager of Logistics.
      2. Partners (Canteen, Koperasi, and Subsidiaries): Having a permission to Supervisors/officials and approved by the Assistant Manager of Logistics or Assets.
      3. Authorities (Police/TNI/Government/Others): Having a confirmation to Director of Logistics & Assets
      4. Emergency Conditions (Ambulance/Medical Staff and Fireman): Security guidance and the security confirms to Director of Logistics & Assets.
      5. Others: Having a confirmation/permission to Assistant Manager of Logistics.

5. In addition to the above article 4.3, for University **Guests**: by coordinating with Manager of Boards Secretariat DitSPS, in order to get the access clearance they should also submit Health Certificate as a protocol to prevent the spread of Corona Virus Disease (Covid-19) in Telkom University.

6. According to the above article 4.2, **Employees** are urged to carry out an online permit which can be accessed through the following link**: https://bit.ly/akseskampus_TelU** minimum 1 day prior to submission period. This will be used as securities reference accordingly.

7. Consequences for violations will be acted upon the applicable regulations.

8. Security at the Enter Gate should carry out a thermal check and other determined protocols.

This Circular shall be effective from the date of issuance and will be re-evaluated in accordance with the development of Pandemic Corona Virus Disease (Covid-19).

For further information and coordination regarding this circular, please contact: **Tel-U Wellness Center**: 0811-2124-447 and contact person of **Logistics Directorat**: Reza Pramitha (0811-2296-100).

Thus we convey, as a guidelines in its implementation. May we all be given health and safety. Salam HEI

Bandung, March 24th, 2020
Sincerely,

Dr. Rina Djunita Pasaribu
Vice Rector II for Resource Affairs

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