



**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

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CIRCULAR LETTER

**VICE RECTOR FOR ACADEMIC AND STUDENTS AFFAIRS
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
NUMBER: T/21881/IT2.I/TU.00.08/2020**

ABOUT

IMPLEMENTATION OF LABORATORY ACTIVITIES

In accordance with Circular Letter of Rector Number T / 21018 / IT2 / TU.00.08 / 2020 at March 15, 2020 regarding Prevention of Corona Virus Disease (COVID-19) Alert related to laboratory activities in laboratories that support learning and research, the following arrangements need to be made:

1. Laboratory classes related to learning (courses) are postponed until the situation related to corona virus improves. Practical or laboratory activities starting at week 7 can be replaced with other forms of assessment. For the total grade, this assessment replacement can be added on top of the existing grades for laboratory modules carried out from weeks 1 to 6.
2. For final project research, thesis, dissertation or research groups that requires the use of equipment and or materials in laboratories that cannot be replaced through online methods, permission to continue can be carried out with strict health and safety protocols as follows:
 - a. the minimum number of researchers is 2 people. It is not permissible to conduct experiments alone in the Laboratory for safety reasons.
 - b. the maximum number of researchers is determined by the head of the laboratory in accordance with the conditions of each laboratory and must meet the requirements of safe social distancing. Therefore, various considerations should be taken, such as the number of researchers who will need access, laboratory room conditions such as size, air circulation, safety standard equipment such as sanitizers and the number of equipment to be accessed. For this reason, the head of laboratory is required to perform scheduling and supervision for security and safety reasons. Each researcher is required to obtain permission from the head of the laboratory, authorized by the head of department, in order to receive rights to conduct research in the laboratory. This authorization mechanism is regulated by head of laboratory in collaboration with head of department.
3. The use of laboratories must be reported to the task force team for periodic sterilization. If any unexpected situation happens during an experiment, please contact the ITS Covid-19 hotline at 0811-3010-103 or Emergency Call ITS at 031-5917-3000.

This decision will be reviewed periodically by considering developments in regional and national conditions and situations.

Thus, this Circular letter is made to be carefully acknowledged and implemented. May Allah Almighty protect and bestow His gifts upon us to avoid the pandemic of Covid-19.

March 23, 2020

Vice Rector for Academic and Student Affairs,



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