



**MINISTRY OF EDUCATION AND CULTURE**  
**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**  
**DIRECTORATE OF STUDENT AFFAIRS**

ITS Campus Sukolilo – Surabaya 60111

Phone : +62 31-5928767 PABX: 1125

<http://www.its.ac.id>

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**Protocol of Return, Travel, and Arrival for Students Returning Home**  
**During the Emergency Period of Covid-19 Prevention**  
**Number: 22013/IT2.I.3/KM/02/00/2020**

In regard to the Circular Letter of ITS Rector No. T/21887/1T2/TU.00.08/2020 on Further Effort to Prevent Corona Virus (Covid-19) Spreading, particularly about the extension of online learning and WFH until the end of this semester (even semester), academic year 2019/2020, the following instructions are for students who will return home:

1. Ensure that your physical condition is in good health without any symptoms such as cough, fever, shortness in breathing, etc.
2. Inform your return to the respected Head of Department or the department student affairs (TKK) and to your parents.
3. Pray for the protection of the Almighty God and the Prophet Muhammad (for Muslims).
4. Bring alcohol-based disinfectant.
5. Bring important belongings only.
6. Prior to your departure, spray the disinfectant to your bag and your belongings before putting them in your bag. Wash your hands with soap for 20 seconds.
7. Use clean mask, long sleeve clothing, socks and shoes.
8. If you are driving a car, spray the disinfectant to the door handle, the steering wheel and the surrounding area. Don't forget to KEEP the eyes out of the spray.
9. If you are riding a motorbike, spray the disinfectant to the steering wheel and the surrounding area that are mostly touched by hands.
10. When using public transportations, choose the deserted ones and keep the distance at least 1 meter with other passengers. For paying with cash, always clean your hands with disinfectant.
11. During your travel, keep using the mask and do not open the window. Keep the distance with other drivers when riding a motorbike.
12. When using public facilities such as toilets, ATMs, lounges, etc., always make sure to use the disinfectant before and after.
13. If you have to buy a meal, make sure to choose a clean and hygienic place to eat and always use the disinfectant before and after.
14. Upon the arrival at home, open the car's door and spray the disinfectant to the steering wheel and the door handle, or the steering wheel of motorbike.
15. Make sure that no family members approach and inform them to keep the distance for a moment, at least 2 meters.
16. Spray disinfectant on shoes and some part of your clothes.
17. Open shoes and socks, place them outdoors.



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18. Spray the disinfectant on your bag and the belongings before taking them inside the house.
19. Go inside the house barefoot and do not touch anything.
20. Put your bag and belongings, and directly wash your hands with soap.
21. Enter the room, open the clothes and immediately place the used clothes in the basket and wash them with washing machine.
22. Immediately take a shower, brush the teeth, etc.
23. Then you are ready to gather with your beloved family.
24. Inform the Head of Department or TTK after you reach your destination and explain your condition. Communicate periodically with the Head of Department or TTK.
25. If you plan to return to Surabaya, ensure that the condition is better both in your hometown and in Surabaya.
26. Monitor any update or announcement released by ITS related to learning process and other academic activities.
27. Inform the Head of Department or TTK about your returning plan to Surabaya and update them when you have arrived in Surabaya.

May God grant us protection from Covid-19 and bless us with safety and good health during the travels, returning home, and going back to our beloved ITS campus.

For information and services, please reach hotline: 0811-3010-103.

Surabaya, March 25, 2020  
Director of Directorate of Student  
Affairs

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