



**MINISTRY OF EDUCATION AND CULTURE
INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

ITS Campus Sukolilo – Surabaya 60111
Phone : +62 31-5994251-54, 5947274, 5945472 (Hunting)
Fax : +62 31-5947264, 5950806
<http://www.its.ac.id>

**CIRCULAR LETTER
Nr. T/21887/IT2/TU.00.08/2020**

OF

**FURTHER EFFORT TO PREVENT CORONA VIRUS (COVID-19) SPREADING
AT INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

To:

1. All Vice Rectors
2. All Deans
3. All Directors
4. All Heads of Bureau
5. All Heads of Departments
6. All Chiefs of Office
7. All Academics and Administrative Staffs

at Institut Teknologi Sepuluh Nopember

In regard to the latest update of Covid-19 outspread map, also considering that Surabaya is one of the red zone cities taking part in the Covid-19 spreading cases, and also based on:

1. Decree of the Head of National Disaster Management Agency Nr. 13.A Year 2020 on the Extension of Emergency Status of Certain Circumstances for Disease Disaster as a Result of Corona Virus in Indonesia;
2. Decision of East Java Governor Nr. 188/108 / KPTS / 013/2020 on the Emergency Status of Disease Disaster as a Result of Corona Virus in East Java; and
3. The results of coordination meeting by ITS Management dated on March 23, 2020.

ITS Rector takes on policy as follow:

1. Reaffirming the circular letter of ITS Rector Nr. T/21018/IT2/TU.00.08/ 2020 on Prevention of Covid- 19 Spread at ITS, that all forms of learning activities and examination shall be implemented by existing online platforms such as MyITS Classroom, e-Learning, or other means. If the substance of learning is not possible to be conducted by online, it can be implemented with other relevant forms.
2. All academic and administrative staffs work from home (WFH) by implementing Circular Letter of ITS Rector No. T/21564/IT2/TU.00.08 /2020 about Online



MINISTRY OF EDUCATION AND CULTURE
INSTITUT TEKNOLOGI SEPULUH NOPEMBER

ITS Campus Sukolilo – Surabaya 60111

Phone : +62 31-5994251-54, 5947274, 5945472 (Hunting)

Fax : +62 31-5947264, 5950806

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

Presence during Covid-19 Prevention at ITS. Unit leaders shall set arrangement and mechanism of WFH in their unit.

3. Tasks/activities which require physical presence in campus could be conducted by implementing schedule/shift and should be complied to the Guideline of Awareness and Prevention of Covid-19 released by ITS and the Government. For budget and cost consequences of the setting should refer to the current rules, or could be set later in other regulations.
4. The implementation of online learning and WFH is extended until the end of this semester (even semester), academic year 2019/2020. Periodically, Management of ITS will evaluate the above policy based on the latest update of situation.

Thus this circular letter is delivered for reference and to be implemented by all academic staffs, administrative staffs, and students of ITS. May God bless us with good health and speedy recovery.

Surabaya, March 24, 2020

Prof.Dr.Ir. Mochamad Ashari, M.Eng.
NIP. 196510121990031003