

ABSTRACT

Coronavirus Disease (COVID-19) is the name of a new disease that is currently endemic and is caused by a new virus, namely Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2). On March 11, 2020, the World Health Organization (WHO) declared COVID-19 a pandemic. Indonesia reported its first case of COVID-19 on March 2, 2020. Since the emergence of the initial case of COVID-19 in Indonesia it has affected 34 provinces and 432 districts / cities. The first case of COVID-19 in East Java was announced on March 20, 2020 and Jember announced the first case of COVID-19 on March 27, 2020. All efforts have been made by the government, both at the national and regional levels, in overcoming the spread of COVID-19. Jember has activated the Jember Sport Garden (JSG) Stadium as a place for quarantine for people at risk (ODR) for COVID-19 as an effort in overcoming the spread of COVID-19.

Volunteer activities were carried out at the Jember Sport Garden (JSG) Quarantine Facility which was used as a place for quarantine for People at Risk for COVID-19. The establishment of the quarantine place was carried out as an effort to tackle the spread of COVID-19. Tasks that are carried out while participating in volunteer activities are assisting in the implementation of administrative tasks such as inputting and updating data, make reports and send reports to Dinas Kesehatan Kabupaten Jember dan Dinas Sosial Kabupaten Jember.

The implementation of recording and reporting at the JSG Quarantine Facility has advantages because it fulfills several aspects of recording and reporting, namely having a recording instrument, records are written in chronological order of time, writing notes using tools that allow it not to be easily erased, reporting has been carried out routinely according to the agreed time, and the report given to the recipient is in the desired format. However, it also has shortcomings because there are several aspects of recording and reporting that have not been fulfilled, namely the completeness of filling in recording instruments, compiling reports that are not based on recording results and poor quality of reports which make the resulting report less effective.

Suggestions that can be given to support the implementation of recording and reporting are to provide guidelines containing Standard Operating Procedures (SOP) for recording and reporting, communicate and coordinate among recording and reporting officers and also checking the suitability of recording instruments, recording results and reports provided to the recipient of the report.

Keywords : COVID-19, quarantine facility, people at risk, recording and reporting