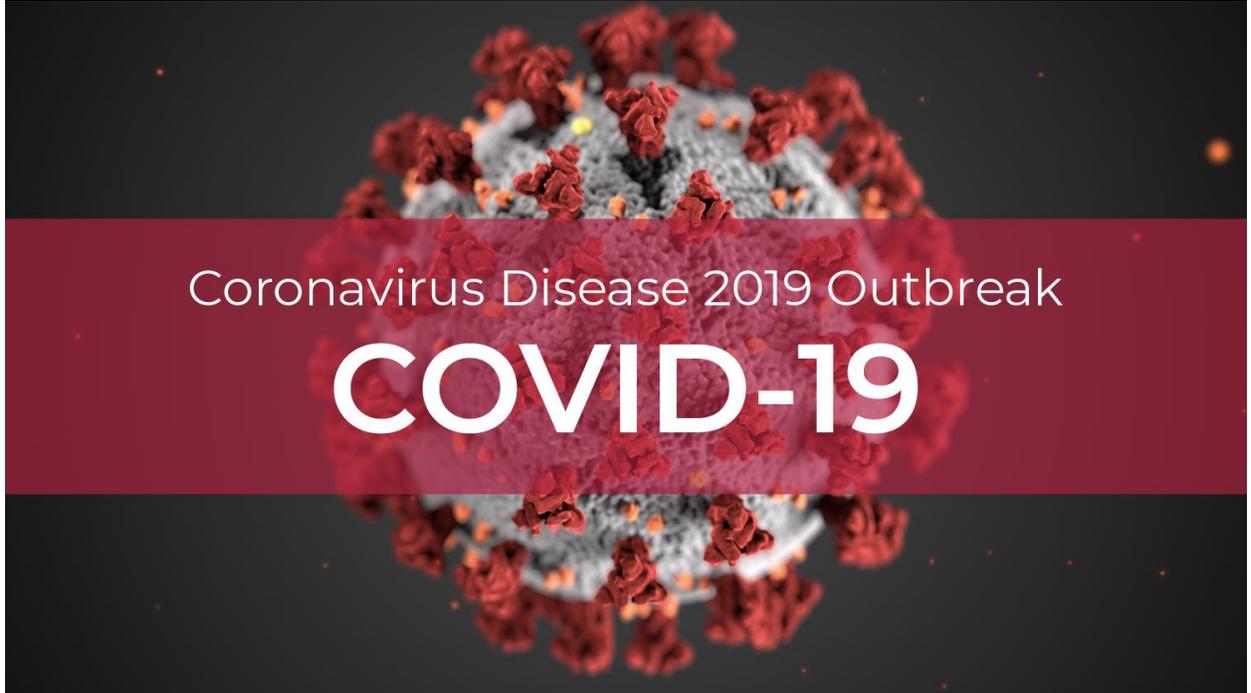


# NATIONAL POLICY GUIDELINES ON PREPARING WORKPLACES IN TRINIDAD AND TOBAGO FOR COVID-19

Ministry of Labour and Small Enterprise Development

Government of the Republic of Trinidad & Tobago



Coronavirus Disease 2019 Outbreak

# COVID-19

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## *Introduction*

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The announcement by the World Health Organization (WHO) on March 11, 2020, that the COVID-19 outbreak is now deemed a pandemic has sparked widespread global concerns. On March 13, 2020, the Ministry of Health announced that Trinidad and Tobago had two reported confirmed cases of COVID-19. On March 13, 2020, the Honourable Prime Minister of the Republic of Trinidad and Tobago announced in Parliament that all places of learning inclusive of schools and universities will be closed for one week, in the initial instance, commencing March 14, 2020 and urged citizens to utilise compassion when responding to the threat of COVID-19. Subsequently, on March 16, 2020 the Honourable Prime Minister advised that all places of learning inclusive of schools and universities will be closed until April 20, 2020.

The rapid developments with respect to the COVID-19 pandemic have serious implications for Employers, Employees and workspaces where there is frequent human contact among persons within defined spaces. There is therefore a need to understand the implications of this pandemic for the workplace and take steps to mitigate the impacts on human health and business continuity while fostering a sense of stability in operations.

The concerns over a possible outbreak in Trinidad and Tobago of COVID-19 can cause panic in the workplace, creating rumours and escalating workers' fears. To this end, the following workplace guidelines, policies and procedures are to be adopted at all workplaces as we prepare for significant disruptions to our daily routines. It is recognised that in addressing the threat of COVID-19 there will be continuous developments in the coming days and weeks and there will therefore be a need to continually review these Guidelines as COVID-19 impacts Trinidad and Tobago.

The threat of COVID-19 presents Trinidad and Tobago with the opportunity to reconsider the manner in which we do business, to find innovative solutions and to embrace our resilience to overcome it. We are in this together.

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## *Guiding Philosophy*

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In order to achieve the goals and objectives of this Policy it is necessary for the stakeholders in the workplace to understand their individual roles and responsibilities at the workplace and their mutual obligations to each other and society as a whole. All stakeholders are urged to exercise their respective rights and responsibilities and undertake their obligations in a spirit of compassion, co-operation and good faith whilst we work to ensure the safety, security and future of Trinidad and Tobago.

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## *Policy Objective*

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The objective of this Policy is to minimise the spread of coronavirus by keeping Employees safe and well at work.

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## *Policy Goals*

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The goals of this policy are as follows:

- ↑ Preparedness, prevention, mitigation, response and recovery from the spread of Covid-19;
- ↑ To ensure that health and safety at workplaces in Trinidad and Tobago is maintained;
- ↑ To ensure business continuity;
- ↑ To define the workplace roles and responsibilities of Employees, Employers, Trade Unions and state agencies; and
- ↑ Manage the effects of COVID-19 on workplaces and/or businesses in Trinidad and Tobago.

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## *Policy Scope*

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This Policy has been prepared to guide all workplaces in Trinidad and Tobago, inclusive of small and medium businesses, credit unions, banks, private companies, state agencies, government Ministries, Statutory Authorities, the Judiciary, the Industrial Court, schools, embassies and consulates and international organisations which have offices in Trinidad and Tobago.

In addition, this Policy provides guidelines for use by Employees, On the Job Trainees, Associate Professionals, Trade Unions, Recognised Majority Trade Unions, Employees in the informal sector and all other stakeholders/citizens.

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## *COVID-19*

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COVID-19<sup>1</sup>, previously called the Novel Coronavirus, is part of a family of viruses that includes the common cold, SARS and MERS.

Symptoms of COVID-19 include:

- Shortness of breath
- Coughing
- Fever
- Acute diarrhoea

In severe cases symptoms may also include:

- Pneumonia
- Severe acute respiratory syndrome
- Kidney failure

COVID-19 is spread when an infected person coughs or sneezes, respiratory droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Following concerns with regard to the spread of the COVID-19, the Ministry of Health, in collaboration with the Airports Authority of Trinidad and Tobago and the Port

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<sup>1</sup> <http://www.health.gov.tt/sitepages/default.aspx?id=292>

Authority of Trinidad and Tobago, began thermal screening at the nation's major ports of entry as part of this country's Infectious Disease Protocol and will be employed in the Government's efforts to detect the possible entry of persons who may be displaying symptoms of COVID-19.

These scanners are also in place at the nation's major air and sea ports including the Port of Port of Spain and the Port of Cedros.

Prevention is the most important action you can take to protect yourself and your family from getting COVID-19. The Ministry of Health urges the population to:

- ✓ Wash your hands with soap and water or use an alcohol-based hand sanitizer;
- ✓ Cover your nose and mouth with a tissue when you cough or sneeze;
- ✓ Cough and sneeze into the crook of your elbow if you do not have a tissue;
- ✓ Avoid close contact with people who have flu-like symptoms;
- ✓ Thoroughly cook meat and eggs before consumption;

#### **COVID-19 is treatable.**

Persons who are exhibiting flu like symptoms are urged to:

- ✓ Contact your nearest health facility and or doctor;
- ✓ Get plenty of rest;
- ✓ Take medication as prescribed by a medical professional;
- ✓ Drink lots of fluids.

Given the nature of the threat of COVID-19 it is important that all stakeholders monitor information posted by the Ministry of Health, Ministry of Labour and Small Enterprise Development and Occupational Safety and Health Agency (OSHA) for guidance on appropriate measures to address the spread of COVID-19.

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## *Workplace Responsibilities*

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In keeping with the objective of this Policy, adherence to existing Occupational Safety Health obligations, practices and procedures by both Employers and Employees, is imperative. Employers, Recognised Majority Trade Unions and Employees are urged to undertake all action at this time in a manner that secures national interest.

All Parties have the responsibility to ensure that all activities are undertaken in keeping with good industrial relations principles and practices and having regard to the interests of the persons immediately concerned and the community as a whole.

This Policy is applicable to all workplaces, inclusive of public sector, private sector, state agencies, statutory authorities and small businesses. As such, all citizens and stakeholders are required to implement the Policy in line with the Policy Goals outlined above and as a part of our national duty.

Employees/Recognized Majority Unions and Employers who require assistance in applying these guidelines are advised to contact the Conciliation, Advisory and Advocacy Division at [conciliation.mol@gov.tt](mailto:conciliation.mol@gov.tt) or call 299-0300 ext. 2043 or 2124.

### Employer Responsibilities

Employers are mandated by section 6 (1) of the Occupational Safety and Health Act, Chapter 88:08, "OSH Act", to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all his Employees. Section 7 of the OSH Act also states:

*"(1) It shall be the duty of every Employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment, who may be affected thereby are not thereby exposed to risks to their safety or health.*

*(2) It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons, not being his Employees, who may be affected by his actions are not thereby exposed to risks to their safety or health.*

*(3) In such cases as may be prescribed, it shall be the duty of every Employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to*

*give to persons, not being his Employees, who may be affected by the way in which he conducts his undertaking, the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their safety or health.”*

In keeping with this obligation and in response to the threat of COVID-19 Employers can prepare for the risk of COVID-19 by:

**1. Undertaking the necessary health and safety activities, inclusive of:**

- a. Conducting a risk assessment specific to the threat of COVID-19 and prepare the corresponding risk mitigation plan. The Occupational Safety and Health Authority and Agency can be contacted to provide guidance on the preparation of risk assessments;
- b. Providing all necessary Personal Protective Equipment (PPE) masks, gloves, and hazmat suits where applicable;
- c. Training staff in the use of PPE;
- d. Ensuring that Employees have ready access to hand washing facilities,
- e. Maintaining sufficient stocks of soap and paper towels;
- f. Distributing alcohol-based hand sanitizers and sanitizing wipes throughout the workplace, for use by Employees and Visitors;
- g. Routinely cleaning frequently touched surfaces such as workstations, countertops and doorknobs every two (2) hours, in accordance with public health guidelines;
- h. Frequently cleaning common areas using standard cleaning agents to reduce the risk/spread of respiratory disease, in accordance with public health guidelines;
- i. Working with sanitation providers to ensure that cleaning and sanitisation carried out at the workplace are appropriate to minimise the spread of COVID-19;

**2. Communicating with Employees about best practices to avoid exposure as follows:**

- a. Ensuring Employees' contact numbers and emergency contact information are up to date;
- b. Communicating with staff on a regular basis in respect of updates, information, changes in protocols and any other measure necessary to minimise the spread of COVID-19 at the workplace. Thus, it is imperative for organizations to;

- i. Develop appropriate channels of timely communication- intranet, email, notice board, What's App chat group;
    - ii. Update and maintain contact information for all Employees;
    - iii. Ensure information reaches all Employees, including those not stationed at the main worksite;
    - iv. Communicate regularly with factual updates about infection control. These communications should come from reliable media; esp staff updated on actions being taken to reduce risks of exposure in the workplace; and
    - v. Clearly post emergency and first responder numbers for easy reference.
  - c. Place posters<sup>2</sup> on preventing the spread of COVID-19 at strategic locations throughout the facilities/compound, and offer regular guidance in accordance with up to date health and safety protocols utilising other communication channels such as the intranet or WhatsApp Group Chats;
  - d. Utilise discretion in disclosing the nature of the absence or name of the person where an individual who was at the workplace has contracted COVID-19.
3. **Developing plans and strategies to ensure social distancing, as far as practicable**, by considering the following:
  - a. utilising technology and other measures to facilitate work from home during periods of self-isolation/quarantine once the employee is not ill/unwell;
  - b. determining critical and non-critical staff for the purpose of identifying staff to work at home or remote work;
  - c. limiting the number of visitors to the workplace/compound as far as practicable
  - d. utilising virtual meetings as far as practicable;
  - e. where meetings are required, prohibiting meetings of over twenty five (25) persons and ensuring that meetings are held in conditions which allow for persons to be more than two (2) meters or six (6) feet apart;
  - f. utilising hotlines, online portals, placing of orders via telephone for pick up and placing information on social platforms to discourage unnecessary visits to the workplace;

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<sup>2</sup> Posters can be downloaded from <http://www.health.gov.tt/sitepages/default.aspx?id=295>

4. **Developing appropriate leave provisions and advising staff on the application of said provisions.** In developing appropriate leave provisions it is recommended that Employers and Recognised Majority Trade Unions/ Employees be guided as follows:
- a. If an Employee suspects that he/she has been exposed to Covid-19, duly reports same to public authorities and is subsequently ordered to self-isolate or quarantine for 14 days:-
    - i. Employer should consider covering the cost of the Employee's salary for this 14-day isolation/quarantine.
    - ii. If sickness develops and leave extends beyond the initial 14 days, Employee may apply for available sick leave and subsequently, NIS sickness benefit. Employer may wish to consider covering the cost of the difference between worker's salary (fully or partially) and the NI benefit, as feasible.
  - b. If an Employee is confirmed sick with Covid-19 and ordered to self-isolate/quarantine:-
    - i. Sick leave eligibility comes into effect.
    - ii. Where sick leave is exhausted, extended sick leave may apply as available. Alternatively, employee may apply for loss of earnings under the NI 15 benefit and employer pay the difference between NI benefit and normal salary, either fully or partially.
  - c. At all times, Employee should maintain contact with his Employer to apprise him of any developments or changes in conditions or isolation orders to ascertain leave type applicability.

For Public Officers the Leave Provisions outlined in **Appendix I**, will be applicable.

5. **Encouraging Employees who are experiencing symptoms that have been associated with COVID-19 (e.g., fever, cough, shortness of breath and other breathing difficulties) to seek medical attention and stay away from work until certified as being free from COVID-19;**
6. **Limiting International Travel and requiring Employees to report any travel, whether personal or official, to impacted areas or exposure to coronavirus, and asking Employees returning from international and regional travel and Employees who have had contact with a contagious person to refrain from**

coming into the workplace for a period of time (such as 14 days) to protect Employees in the workplace from potential exposure.

7. **Contacting the Ministry of Health/Quarantine Authority at the COVID-19 Hotline, 877-WELL (9355), to address situations, in accordance with the Quarantine Act, Chapter 28:05, where an Employee or Individual refuses to comply with a request to self-isolate.**
8. **Working with the relevant Government Ministries and/or state agencies in executing their responsibilities under this policy, inclusive of:**
  - a. Developing protocols in accordance with guidelines provided by public health authorities in respect of Employees or individuals who may have travelled to countries affected by COVID-19 with the aim of minimising the spread of COVID-19;
  - b. Retaining the names and contact details such as telephone numbers and email addresses of all participants at meetings and or visitors to the office/compound for submission to public health authorities should an individual who visited the office/compound contract COVID-19.
9. **Implementing plans and strategies to address situations where an employee/individual/visitor at the workplace has fallen ill or is exhibiting symptoms of being infected with COVID-19, such as:**
  - a. Ensuring that Supervisors and Managers are aware of how to identify signs and spot symptoms of the coronavirus and are aware of the relevant administrative and human resource processes;
  - b. Delegating an Executive Manager/a Team/Division/Unit to take responsibility for processing of suspected cases. Have at hand the telephone contact details of the nearest public health facility.
  - c. Identifying and preparing a special room/location to isolate the individual prior to alerting the nearest appropriate public health authority.
  - d. Isolating the individual prior to alerting the nearest appropriate public health authority;
  - e. Arranging for Employees within the specific workplace area and close surroundings to vacate the environment immediately and assemble at a designated safe location a reasonable distance, as identified by public health authorities away from other personnel;
  - f. Call the COVID-19 Hotline for further direction as to the next steps;

- g. Notifying the family of the individual of the development and action taken or being taken.
  - h. Assigning an official to maintain contact with the public health authority in respect of the individual's diagnosis;
  - i. Arranging for the sanitisation of the office/facility, company vehicles and surrounding areas immediately following the discovery and removal of staff from the affected area;
  - j. Ascertaining what assistance/relief can be given to the individual and/or family of the individual (a) in the short term, and (b) in the medium to long term if required.
  - k. Cooperating with the public health authority in identifying and providing the following:
    - i. Name and home address of the individual;
    - ii. Contact details as available of all fellow Employees, individuals or members of the public who may have been in direct face to face contact with the individual during the discharge of his/her responsibilities.
  - l. Collaborating with the Trade Union Representative, where there is a recognised majority trade union, in the protection of the rights and privileges, safety, welfare and wellbeing of the affected individual;
  - m. Arranging for the individual to be granted the required sick leave that will enable a full recovery and return to work with no risk exposure to other Employees;
  - n. Reporting the development to the Most Senior Officials of the Company including the Head of Human Resource Services.
  - o. Following the directions of the authorised official of the Public Health Authority.
  - p. Alerting the OSHA of the development.
  - q. Involving the Health and Safety Committee of the Institution (if any) in the execution and monitoring of the process.
10. **Making provisions for the re-entry to the workplace of an individual who has contracted COVID-19 or was exhibiting symptoms of being infected with COVID-19**, namely obtaining a Medical Certificate of Clearance from the public health authority and/or a registered medical doctor that the individual can safely return to work at no immediate risk to the staff of the Institution.

11. **Avoiding targeting any group of Employees for elevated scrutiny or disparate treatment in an effort to prevent viral exposure in the workplace;**
12. **Encouraging Employees not to discriminate against an individual either suspected of having or having COVID-19;**
13. **Refraining from taking adverse employment action against Employees based on suspected exposure to COVID-19;**
14. **Identifying measures to mitigate the psychological impact of the pandemic, such as access to services offered by the Ministry of Health, Ministry of Social Development and Family Services and/or Employee Assistance Programmes.**
15. **Continuously reviewing and revising, as necessary, policies, procedures and strategies implemented in response to the threat of COVID-19.**
16. **Thanking all individuals/Employees for their cooperation with COVID-19 interventions.**

### Employee Responsibilities

Employees who are well are to continue to report for duty and Employees/recognised majority trade unions are to act responsibly at all times.

Section 10 (1) of the OSH Act outlines the general duties of Employees at the workplace as follows:

- (a) to take reasonable care for the safety and health of himself and of other persons who may be affected by his acts or omissions at work;
- (b) as regards any duty or requirement imposed on his Employer to co-operate with him so far as necessary to ensure that that duty or requirement is performed or complied with;
- (c) to report to his Employer, any contravention under this Act or any Regulations made thereunder, the existence of which he knows;
- (d) to use correctly the personal protection clothing or devices provided for his use;
- (e) to exercise the discretion under section 15 in a responsible manner; and

(f) to ensure that he is not under the influence of an intoxicant to the extent that he is in such a state as to endanger his own safety, health or welfare at work or that of any other person.

In keeping with these duties and in response to the threat of COVID-19 Employees/recognised majority trade unions are required to:

- 1. Comply with all reasonable workplace health and safety directives and initiatives of the Employer by;**
  - a. Ensuring that there is no wilful or reckless interference with or misuse of any means, appliance, convenience or other thing provided in the interests of safety, health or welfare in pursuance of minimising the threat of COVID-19 in the workplace;
  - b. Limiting close contact with persons by two (2) meters or six (6) feet.
  - c. Practicing regular hand hygiene at all times;
  - d. Encouraging each other to comply with health and safety directives;
  - e. Bringing to the attention of Managers/Supervisors any suspected cases of COVID-19;
  - f. Avoiding touching surfaces or objects and then touching one's mouth, nose, or eyes.
  
- 2. Comply with communication strategies implemented by Employers as follows:**
  - a. Providing up to date contact numbers and emergency contact information;
  - b. Checking all communication channels daily for updates, information, changes in protocols and information on any other measure necessary to minimise the spread of COVID-19 at the workplace.
  
- 3. Not disclose the nature of the absence or name of an Employee where he/she is aware of the Employee's COVID-19 status, or suspected status.**
  
- 4. Comply with the Employer's plans and strategies to address situations where an employee/individual/visitor at the workplace has fallen ill or is exhibiting symptoms of being infected with COVID-19;**

5. Not discriminate against an individual either suspected of having or having COVID-19;
6. Comply with protocols established in accordance with guidelines provided by public health authorities in respect of Employees or individuals who may have travelled to countries affected by COVID-19 with the aim of minimising the spread of COVID-19;
7. Prepare and compile a listing of the names and contact details such as telephone numbers and email addresses of all participants at meetings and or visitors to the office/compound are collected for submission to public health authorities should an individual who visited the office/compound contract COVID-19.
8. Utilise leave provisions implemented by Employers responsibly.
9. Encourage Employees who are experiencing symptoms that have been associated with COVID-19 (e.g., fever, cough, shortness of breath and other breathing difficulties) to seek medical attention and stay away from work until certified as being free from COVID-19;
10. Limit International Travel.
11. Not to report for duty and immediately inform their Supervisor/Manager, if an Employee is required to self-quarantine by public health authorities because the Employee has either come into contact with a suspected or confirmed COVID-19 case, take a test for COVID-19, or undertake any other action advised by the public health authorities.
12. Obtain a Medical Certificate of Clearance from the public health authority and/or a registered medical doctor that the individual can safely return to work at no immediate risk to the staff of the Institution and provide the certificate to the Employer if an individual has contracted COVID-19 or was exhibiting symptoms of being infected with COVID-19.
13. Comply with the Employer's request to self-isolate.

14. Explore options of utilising support systems, remote work, shift work, staggered hours of work and/or rostering, and utilisation of vacation leave for the purpose of child care when schools are closed during a pandemic.

15. Follow the advice of the Ministry of Health.

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### *Rights of Employees to Refuse Work Where Health Is In Danger*

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Under section 15 of the OSH Act Employees have the right to refuse to work or refuse to perform a task where it is likely to endanger their health or put them at risk. Employees can refuse to perform their duties if it would expose them to people or situations where an infection is likely.

Employers should investigate the circumstances which give rise to such a refusal, but Employees who reasonably exercise a health and safety work refusal must not be disciplined or dismissed.

Some industries and businesses will be higher risk than others depending on their products, services and clients. Examples of high risk jobs/employees include;

- Day Care and Nursing Homes;
- Gyms;
- Pregnant Women;
- Schools and Educational Institutions;
- Sanitation;
- Custodians;
- Cashiers;
- Receptionists/Customer Service Representatives;
- Migrant workers, Vulnerable groups and Persons with disabilities; and
- Health, Airline, Hospitality sectors.

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## *On the Job Trainees and Associate Professionals*

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The rights and responsibilities of Employers and Employees outlined within this Policy are to be extended to On the Job Trainees, (“OJTs”) and Associate Professionals, (“APs”).

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## *How to Stay Informed*

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As we manage the effects of COVID-19 on Trinidad and Tobago, and specifically our workplaces, it is imperative that we keep up to date with new developments, strategies and policies from credible sources. As such, further advice and guidance can be obtained from:

- ✓ The Ministry of Health at <http://www.health.gov.tt/>
- ✓ The Ministry of Labour and Small Enterprise Development <http://molsed.gov.tt/>
- ✓ ttconnect  
[http://www.ttconnect.gov.tt/gortt/portal/ttconnect!/ut/p/a1/04\\_Sj9CPykssy0xPLMnMz0vMAfGjzOK9A40MTD0tjQ38Aw0sDYyCPA1dDUy9jd29DIAKIoEKDHAARwNC-sP1o9CUBLm7AZW4mhp6eIcZA82AKsBjRUFuhEGmo6IiACVN7eI!/d15/d5/L2dBISEvZ0FBIS9nQSEh/](http://www.ttconnect.gov.tt/gortt/portal/ttconnect!/ut/p/a1/04_Sj9CPykssy0xPLMnMz0vMAfGjzOK9A40MTD0tjQ38Aw0sDYyCPA1dDUy9jd29DIAKIoEKDHAARwNC-sP1o9CUBLm7AZW4mhp6eIcZA82AKsBjRUFuhEGmo6IiACVN7eI!/d15/d5/L2dBISEvZ0FBIS9nQSEh/)
- ✓ The Occupational Safety and Health Authority and Agency by calling its hotline 623 OSHA (6742) or at its website <https://osha.gov.tt/Portals/0/Documents/Media%20Releases/COVID-19.pdf?ver=2020-03-13-101321-867>
- ✓ The Medical Professionals at Appendix II.
- ✓ Tobago Health Facilities as detailed at Appendix III.

## APPENDIX I

### RECOMMENDED LEAVE PROVISIONS WITHIN THE PUBLIC SERVICE

It is recommended that employers implement the under mentioned classification of leave provisions as follows:

- A. Authorized Absence from Duty With Full Pay (Pandemic Leave); and
- B. Special Sick Leave.

#### A. AUTHORIZED ABSENCE FROM DUTY WITH FULL PAY (COVID-19 PANDEMIC LEAVE)

1. Authorized Absence from Duty with Full Pay (Pandemic Leave) shall be applicable to:
  - a. Public Officers (Permanent and Temporary);
  - b. Government Hourly, Daily and Weekly Rated Employees;
  - c. Part time monthly paid employees of the Government, including those who are paid on a sessional basis;
  - d. Fixed Term Contract Employees;
  - e. Short Term Contract Employees;
  - f. Office Holders within the purview of the Salaries Review Commission (SRC), whose office falls in the Public Service (Top Managers, Judiciary and Legal Services and Defence and Protective Services)
  - g. Office Holders within the purview of the Salaries Review Commission (SRC), whose office falls outside of the Public Service.
  
2. The above categories of employees shall be eligible for *Authorized Absence from Duty with Full Pay* for the period commencing March 16, 2020 to June 21, 2020. It is noteworthy to remind that based on the nature of work, some individuals were not rostered to work and could not work remotely. Additionally, some Officers who are parents and/or guardians to children under the age of sixteen years who had no support system and were unable to be considered to work on a rostered basis and /or remotely are eligible for this leave provision. Further, persons who have been directed to quarantine for showing signs and symptoms associated with COVID -19 and did not test positive and Officers who unable to return to Trinidad and Tobago due to the closure of the borders are also eligible.

3. However, any position within the government service associated with Defence, Protective, Health and Emergency Services, Transportation, Sanitation and Public Utilities *shall not be eligible to Authorized Absence from Duty with Full Pay (Pandemic Leave) with the exception of those Officers being sent to quarantine for showing signs and symptoms relating to COVID 19.*
4. The Permanent Secretary/Head of Department/ Statutory Agency and Administrator of the Tobago House of Assembly shall grant the *Authorized Absence from Duty with Full Pay (Pandemic Leave)* as appropriate and in accordance with any subsequent Circular issued by the Personnel Department, Office of the Chief Personnel Officer.

## B. SPECIAL SICK LEAVE

The Leave Provisions referred to below shall be applicable to any individual employed within the Public Service, including those listed in paragraph A.1., Authorized Absence from Duty with Full Pay (Pandemic Leave), above.

1. Where any individual employed within the Public Service has tested positive for COVID-19, the individual shall be eligible for Special Sick Leave (referred to as "SSL"), subject to the following conditions:
  - a. SSL can be applied for a maximum period of three (3) months with full pay from the time an individual has tested positive for COVID-19. It is to be noted that during this period his/her normal sick leave provisions will be preserved.
  - b. Further, where an individual is on SSL which extends into a new year he/she will remain on SSL and his/her normal sick leave eligibility will be preserved. Additionally, if an individual is on vacation leave and has tested positive for COVID-19 his/her absence would be classified as SSL from the date he/she has tested positive.
  - c. Any individual that requires an additional period for recovery can access an extension of sick leave (public officers) and leave of absence on the grounds of illness (fixed term contract employees). If this occurs, the normal sick leave eligibility of the officer will be preserved.

- d. When an individual is on SSL he/she will continue to earn vacation leave, there will be no break in service to determine acting allowances, increments and the calculations of pensions and/or gratuity as applicable.
- e. All medical certificates that are submitted in order to access SSL must indicate 'tested positive COVID-19' or words to that effect.
- f. Individuals must complete the prescribed form for SSL as directed by the Chief Personnel Officer.
- g. In order for an individual to return to work subsequent to SSL, the individual shall submit the documents advised by the Employer, which includes a negative result for COVID 19 and a certificate of fitness to resume duty.

Further clarification on the above shall be provided in a Circular to be issued by the Personnel Department, Office of the Chief Personnel Officer.

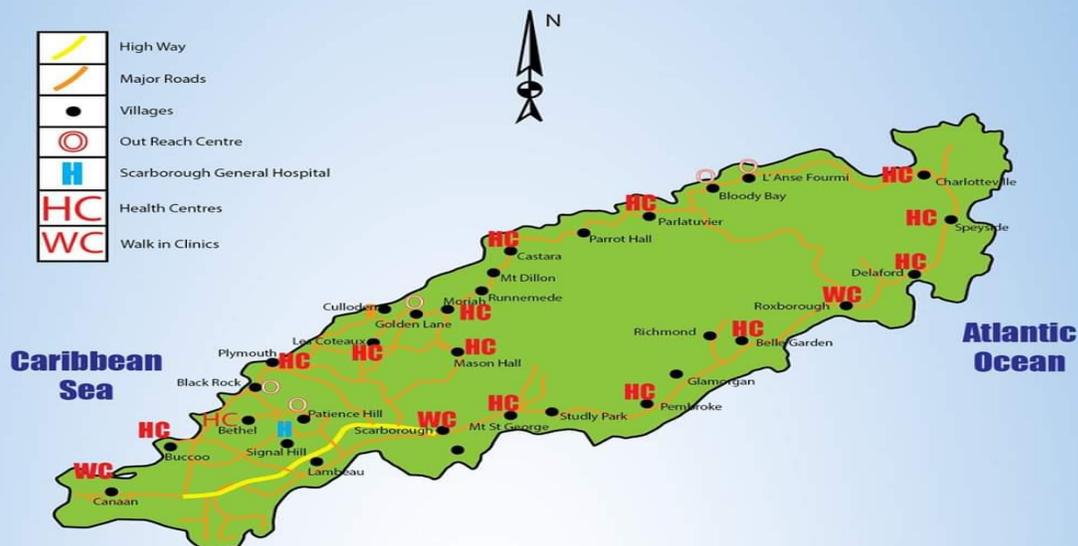
2. No worker/employee/office holder shall suffer any loss in the calculations of his/her pension, acting allowance, gratuity or incremental dates/payments based on the classification of leave in accordance with these Guidelines for Workplace Employment and any subsequent Circular issued by the Personnel Department.

## APPENDIXII

<b>Persons to call for Advice regarding Suspected cases of COVID-19</b>								
<b>No.</b>	<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>County/ Position</b>	<b>Telephone</b>	<b>Fax</b>	<b>Address 1</b>	<b>Address 2</b>
1.	Dr.	Harry	Smith	<b>St. George West</b>	624-3439 625-4151	624-9169	#3 Jerningham Place	BELMONT
2.	Dr.	Osafo	Fraser	<b>St. George East</b>	667-5273 667-3693 667-6688	667-5273	Queen Mary Avenue	ARIMA
3.	Dr.	Natasha	Sookhoo	<b>Nariva/ Mayaro</b>	222-5005 Ext. 3003	222-5014	Narine Ramrattan Building, Naparima Mayaro Rd	RIO CLARO
4.	Dr.	Robert	Naidike	<b>Victoria</b>	653-0515 652-2716	653-0515	160 Pointe-a-Pierre Road, Vistabella	SAN FERNANDO
5.	Dr.	Tiffany	Hoyte	<b>Tobago</b>	639-3751	635-1567	C/o Scarborough Health Centre	TOBAGO
6.	Dr.	Allana	Best	<b>St. Andrew/ St. David</b>	226 9869	668-3532	Cor. Blake Avenue & Eastern Main Road	GUAICO
7.	Dr.	Jeanine	St. Bernard	<b>Caroni</b>	226-4400 Ext. 4402	636-3960	Southern Main Road	COUVA
8.	Dr.	Roger	Ramjohn	<b>St. George Central</b>	285-8992	675-5253	Corner Hassanali Street and El Socorro Main Road,	SAN JUAN
9.	Dr.	Kalicharan	Ramnarine	<b>St. Patrick</b>	649-2056	649-1827	Allies Street, Health Administration Building	SIPARIA

## APPENDIX III

# Map of Health Facilities in Tobago



8:00am - 4:00pm	<ul style="list-style-type: none"> <li>Belle Garden Health Centre</li> <li>Bethel Health Centre</li> <li>Buccoo Health Centre</li> <li>Castara Health Centre</li> <li>Charlotteville Health Centre</li> <li>Delaford Health Centre</li> <li>L'Anse Fourmi Outreach Centre</li> <li>Les Coteaux Health Centre</li> <li>Mason Hall Health Centre</li> <li>Moriah Health Centre</li> <li>Mt. St. George Health Centre</li> <li>Parlatuvier Health Centre</li> <li>Pembroke Health Centre</li> <li>Plymouth Health Centre</li> <li>Speyside Health Centre</li> </ul>	<ul style="list-style-type: none"> <li>(868)-660-5830</li> <li>(868)-639-8580</li> <li>(868)-639-0750</li> <li>(868)-639-4515</li> <li>(868)-660-6751</li> <li>(868)-660-5566</li> <li>(868)-660-6751</li> <li>(868)-635-1622</li> <li>(868)-660-0092</li> <li>(868)-660-2119</li> <li>(868)-639-5063</li> <li>(868)-660-4100</li> <li>(868)-639-2982</li> <li>(868)-660-4044</li> </ul>
	<ul style="list-style-type: none"> <li>8:00am - 8:00pm Roxborough Health Centre</li> <li>8:00am - 8:00pm Canaan Health Centre</li> <li>8:00am - 8:00pm Scarborough Health Centre</li> <li>24 hours Scarborough General Hospital</li> <li>24 hours Call Centre for ALL Emergency Services</li> </ul>	<ul style="list-style-type: none"> <li>(868)-660-4620</li> <li>(868)-639-8829</li> <li>(868)-635-2366</li> <li>(868)-660-4744</li> <li>211</li> </ul>