

This **ADDENDUM** is made the 29<sup>th</sup> day of September in the year of our Lord Two Thousand and Twenty and is in reference to the **NATIONAL COMMISSION FOR SELF HELP LIMITED Interim Work Place Policy and Procedure Guidelines on the Novel Coronavirus (COVID-19)**. The **NATIONAL COMMISSION FOR SELF HELP LIMITED** being a Company duly incorporated under the Laws of Trinidad and Tobago, having its registered office at Lassalle Court, #75 Abercromby Street, Port of Spain in the Ward of St. Ann's in the Island of Trinidad in the Republic of Trinidad and Tobago.

## **BACKGROUND**

1. The National Commission for Self Help Limited (hereinafter referred to as (NCSHL) Interim Work Place Policy and Procedure Guidelines on the Novel Coronavirus (COVID-19) provides clear procedures and guidelines developed to aid the Government of Trinidad and Tobago's efforts in controlling and preventing the spread of COVID-19.
2. The NCSHL therefore desires to amend the initial Policy and Procedure Guidelines on the terms and conditions set forth in this Addendum.
3. This Addendum is the first amendment to the initial Policy and Procedure Guidelines and must be read in conjunction with the initial Policy and Procedure Guidelines established on May and approved by the Board of Directors on Thursday 27<sup>th</sup> August 2020.

## **AMENDMENTS**

The Interim Work Policy and Procedure Guidelines on COVID-19 are amended as follows:

1. Where the word "Mask/s" is used in this Interim Work Place Policy and Procedure Guidelines on the Novel Coronavirus (COVID-19) it shall also include the wearing of a face shield or face covering.
2. **Clause 4.5 Masks**
  - Point 2 - Amended to "Ensure that face masks, face shields, and/or face coverings properly covers the mouth, nose and chin.

- Face masks, face shields and/or face coverings shall be worn in ‘public spaces’ around the offices of the NCSHL.
- Face masks, face shields, and/or face coverings must be properly worn before entering NCSHL offices.

**3. Clause 4.9 Unwell Members of Staff amended to include :**

- Members of staff are advised that if they are experiencing any of the COVID-19 related symptoms or they feel unwell, they should not attend work and follow the below listed procedure:
  - i. Contact their immediate Supervisor (via phone call or text) informing them that that they are unable to attend work stating the reason/s why;
  - ii. Visit the nearest health facility for assessment by a medical practitioner;
  - iii. Communicate with their immediate Supervisor as soon as possible, giving an update on their assessment by the medical practitioner;
  - iv. **If** the medical practitioner recommends that a member of staff should not attend work due to Covid-19 related symptoms, that member of staff must follow the guidelines given and submit a photograph or scanned copy of their quarantine documents to their immediate Supervisor who will communicate the same to the Human Resource Department;
  - v. A member of staff returning to work from quarantine, must submit a photograph or scanned copy of the “fit to work” document to their immediate Supervisor.

THE END

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