



**UNITED NATIONAL CONGRESS**

# **MANUAL AND RULES**

**FOR THE  
NATIONAL EXECUTIVE ELECTIONS  
TO BE HELD**

**ON DECEMBER 6<sup>TH</sup>, 2020**

## **1.0 INTRODUCTION**

- 1.1 These Rules have been issued by the Internal Elections Management Committee (“the Committee”) to regulate the process for the conduct of fair, open and transparent elections, and to ensure that all participants are aware of and acknowledge a common standard for the election proceedings.
- 1.2 The Rules that were used and accepted by all participants in the last internal elections in 2017 form the basis of these Rules, together with necessary adjustments to cater for the challenges of the COVID-19 pandemic whilst maintaining the integrity and fairness of the process.
- 1.3 All persons who participate in these elections and in the activities regulated herein, particularly candidates and electors, will be deemed to acknowledge and be regulated by these Rules.
- 1.4 The Committee, as the body charged with the conduct of these elections, will be available to treat with the concerns of any of the participants in the process.

## **2.0 THE INTERNAL ELECTION MANAGEMENT COMMITTEE**

- 2.1 The Committee was appointed by the National Executive, pursuant to Articles 12 and 23 of the Constitution and all other powers thereunto enabling with the following Terms of Reference.

### **2.2 Terms of Reference**

- a) Have conduct of the National Executive Elections to be held on December 6<sup>th</sup>, 2020 (“the elections”).
- b) Conduct the elections in accordance with these Terms of Reference and any Rules to be made by the Committee.
- c) Do all such other things as are necessary to ensure the integrity, fairness and confidence of the membership in the conduct of the elections.
- d) Scrutinize and validate nomination forms submitted and thereafter announce the candidates who will be contesting the respective positions.
- e) Source, secure and allocate personnel and resources necessary for the efficient and fair conduct of the election on polling day.
- f) Arrange for information / training sessions for all election personnel inclusive of candidates and their agents.
- g) Secure all ballots (used and unused), ballot boxes and all other election material prior to, during and at the close of polling for requests of recounts and for other requests if necessary.
- h) Announce the results of the election and information relative to such results.

### 3.0 ELECTION PREPARATION DATES AND DEADLINES (2020)

Deadline for applications for membership for inclusion on Preliminary Voters' List	November 4 <sup>th</sup>
Posting of Preliminary Voters' List for each constituency	November 9 <sup>th</sup> – 13 <sup>th</sup>
Submission of Nomination Papers for verification	November 9 <sup>th</sup>
Return of Nomination Papers to prospective candidates with certification or with comments on any deficiencies to be corrected	November 13 <sup>th</sup>
Deadline to apply for corrections to the Preliminary Voters' List	November 13 <sup>th</sup>
<b>Nomination Day</b>	<b>November 15<sup>th</sup></b>
Deadline for submission of application to be a Special Voter	November 19 <sup>th</sup>
Deadline for withdrawal as a Candidate	November 23 <sup>rd</sup>
Announcement of validly Nominated Candidates	November 23 <sup>rd</sup>
Posting of List of Special Voters	November 23 <sup>rd</sup>
Posting of Final Voters' List for each constituency	November 23 <sup>rd</sup>
Voting by Special Voters	December 3 <sup>rd</sup>
<b>Polling Day</b>	<b>December 6<sup>th</sup></b>
Deadline for applications for recounts	12.00 noon on the day immediately following the declaration of results

### 4.0 VOTERS' LISTS

#### 4.1 The Preliminary Voters' Lists

- 4.1.1 The Preliminary Voters' Lists shall contain all members of the party on the record of the Secretariat as at **November 4<sup>th</sup>, 2020**. All of those members are considered to be in good financial standing.
- 4.1.2 The Preliminary Voters' Lists for each constituency shall be available for inspection by any member of the party at UNC Head Office, Lot#26 Southern Main Road, Exchange Village,



Couva from **November 9<sup>th</sup> to 13<sup>th</sup>, 2020 between the hours of 8.00 am to 4.00 pm.**

- 4.1.3 Members are not allowed to obtain copies of the Preliminary Voters' Lists (whether hard copies or electronic copies) so as to protect the privacy of and duty of confidentiality to all members of the party. No mobile phones or devices shall be allowed during inspection of the lists.

#### **4.2 Corrections to the Preliminary Voters' Lists**

- 4.2.1 It is the responsibility of all members to ensure their eligibility to vote by confirming that their names are on the Final Voters' List for their respective constituency.
- 4.2.2 Applications for corrections to the Preliminary Voters' Lists will be received at UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva from **November 9<sup>th</sup> to 13<sup>th</sup>, 2020 between the hours of 8.00 am to 4.00 pm.**
- 4.2.3 Members whose names do not appear on the Preliminary Voters' Lists and who are eligible to vote in the elections or whose particulars are in need of updating or correcting, may apply on the prescribed form (see Appendix), giving all necessary information to justify the changes or inclusion requested.
- 4.2.4 Members who wish to report the death of a member on the Preliminary Lists should provide a certified copy of that member's death certificate to the UNC Head Office.

#### **4.3 The Final Voters' Lists**

- 4.3.1 The Final Voters' Lists shall comprise the Preliminary Voters' List subject to any corrections made arising out of applications for corrections received between **November 9<sup>th</sup> to 13<sup>th</sup>, 2020;** and
- 4.3.2 The Final Voters' Lists shall be available for inspection by any member of the party at UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva from **November 23<sup>rd</sup> to December 5<sup>th</sup>, 2020 between the hours of 8.00 am to 4.00 pm.**
- 4.3.3 One hard Copy of the Final Voters' Lists will be made available to each validly nominated candidate at a cost of \$500.00 at the UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva from **November 23<sup>rd</sup> to December 5<sup>th</sup>, 2020 between the hours of 8.00 am to 4.00 pm.** Such candidate must, as a condition of receiving such copies, agree in writing to use such information only for the purposes of his/her campaign, not to place such information in the public domain and to otherwise keep such information confidential, so as to protect the privacy of all members of the party (see Appendix).
- 4.3.4 Other than validly nominated candidates, members are not allowed to obtain copies of the Final Voters' Lists (whether hard copies or electronic copies) so as to protect the privacy of



and duty of confidentiality to all members of the party. No mobile phones or devices shall be allowed during inspection of the lists.

## **5.0 ELIGIBILITY OF CANDIDATES AND NOMINATION PROCESS**

### **5.1 Eligibility Requirements**

#### **5.1.1 All candidates must:**

- a) be a member of the Party for at least twelve (12) months;
- b) be in good financial standing; and
- c) not be the subject of any pending disciplinary charges of the Party.

### **5.2 Nomination Process**

#### **5.2.1 All prospective candidates must complete a Nomination Form.** Nomination Forms shall be available at the UNC Head Office.

#### **5.2.2 Completed Nomination Forms, together with a non-refundable \$500.00 Application Fee, are to be placed in a sealed envelope and lodged at the UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva on or before 4.00 pm on November 15<sup>th</sup>, 2020.**

#### **5.2.3 Prospective candidates may submit their nomination papers to the Committee for verification on November 9<sup>th</sup>, 2020. The Committee shall return those papers to prospective candidates on November 13<sup>th</sup>, 2020 with its certification that the nomination will be accepted, or with comments on any deficiencies to be corrected.**

#### **5.2.4 A candidate **shall not** contest more than one office or position on the National Executive.**

#### **5.2.5 The offices for which the Elections are held are as follows:**

- a) Political Leader
- b) Three (3) Deputy Political Leaders
- c) Chairman
- d) Deputy Chairman
- e) Policy and Strategy Officer
- f) Education Officer
- g) Research Officer
- h) Elections Officer
- i) Treasurer
- j) Party Organizer
- k) International Relations Officer
- l) Tobago Regional Representative
- m) North Regional Representative

- n) East Regional Representative
- o) Central Regional Representative
- p) South Regional Representative

### **5.3 Nomination Deadline**

- 5.3.1 **The deadline for receiving nominations is 4.00 pm on Sunday November 15<sup>th</sup>, 2020.**

### **5.4 Withdrawal of Nomination/Announcement of Candidates**

- 5.4.1 The deadline for withdrawing a nomination is **November 23<sup>rd</sup>, 2020 at 2:00 p.m.** Such withdrawal must be in writing, signed by the candidate wishing to withdraw and lodged at the UNC Headquarters.

### **5.5 Announcement of Validly Nominated Candidates**

- 5.5.1 The Committee shall declare all candidates to contest the Elections on **November 23<sup>rd</sup>, 2020 at 4:00 p.m.**

## **6.0 ELIGIBILITY OF PERSONS TO VOTE ON 6<sup>th</sup> DECEMBER 2020**

### **6.1 Eligibility Requirements**

- 6.1.1 All members whose names appear on the Final Voters' Lists are eligible to vote at that constituency election venue provided such member:
- i) is eligible to vote at a National Election;
  - ii) has not been deemed to be expelled by virtue of Clause 21(A) of the party's Constitution;
  - iii) has not been suspended from membership pending the investigation and determination of a disciplinary charge; and
  - iv) does not appear on the List of Special Voters.

### **6.2 Proof of Identification of Voter**

- 6.2.1 Voters **must** produce a form of Photo Identification (National ID, Driver's Permit or Passport) on Voting Day.
- 6.2.2 **The possession of a membership card does not entitle an individual to vote.** It is the responsibility of all members to ensure their eligibility to vote by confirming that their names are on the Final Voters' List for their respective constituency.

## **7.0 THE PRODUCTION OF THE BALLOT**

- 7.1 After Nomination Day, the names of all persons who have been validly nominated, shall be placed on the ballot paper along with the respective offices being contesting. Ballot papers shall not be numbered, but each ballot paper shall have a detachable counterfoil or stub, which shall bear a unique number.
- 7.2 The Committee shall be solely responsible for the production, printing and safe custody of the ballot papers and ballot boxes throughout the election process.

## **8.0 VENUE/POLLING STATION PREPARATION**

- 8.0.1 The Liaison Officers, who are appointed by the Election Management Committee, shall have the responsibility of preparing the polling venues/polling stations prior to Election Day as well as making any arrangements deemed necessary for efficient operation at the polling venue on the day of election
- 8.0.2 Their responsibilities shall include the provision of tables, chairs, proper voting cubicles, other materials and adequate refreshments for the Polling Staff throughout the proceedings on Election Day.

### **8.1 Requirements for Venues**

- 8.1.1 The venue for election must:
- i. Be within an enclosed area and protected from the elements of the weather
  - ii. Be secure and safe for elections personnel and voters
  - iii. Be available for the entire duration of election proceedings (including at least two hours before the opening of the polls and four hours after the closing of the polls)
  - iv. Have the following basic facilities – water, toilet, electricity, lighting, soap, medicine kit, torchlight, garbage bags and garbage bins
  - v. Not be in or at the office of a Member of Parliament, a Shadow Member of Parliament or a Local Government Councillor.

## **9.0 MATERIALS**

- 9.1 The following items should be provided to the Committee for use in the elections: -
- a) Final Voters' Lists of Electors
  - b) Ballot Boxes
  - c) Registration and verification desks
  - d) Adequate desk and chairs for election personnel and machinery



- e) Stationery
- f) Tally Sheets
- g) Adequate refreshments for election personnel through the entire day's proceedings

## **10.0 SPECIAL VOTERS AND SPECIAL VOTING**

10.1 The following categories of members are eligible to vote as Special Voters:

- 1. Candidates
- 2. Agents of Candidates
- 3. Members of the Committee
- 4. Liaison Officers
- 5. Presiding Officers
- 6. Deputy Presiding Officers
- 7. Poll Clerks
- 8. Other Polling Day Personnel

10.2 The Committee will prepare a List of Special Voters which will be available for inspection by any member of the party at UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva from **November 23<sup>rd</sup> to December 2<sup>nd</sup>, 2020 between the hours of 8.00 am to 4.00 pm**. No mobile phones or devices shall be allowed during inspection of the lists.

10.3 Hard Copies of the List of Special Votes will be made available to each validly nominated candidate at the UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva from **November 23<sup>rd</sup> to December 2<sup>nd</sup>, 2020 between the hours of 8.00 am to 4.00 pm**. Such candidate must, as a condition of receiving such copies, agree in writing to use such information only for the purposes of his/her campaign, not to place such information in the public domain and to otherwise keep such information confidential, so as to protect the privacy of all members of the party (see Appendix).

10.4 Members (other than duly nominated candidates) are not allowed to obtain copies of the List of Special Voters (whether hard copies or electronic copies) so as to protect the privacy of and duty of confidentiality to all members of the party.

10.5 The voting of Special Voters will take place at UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva on **Thursday December 3<sup>rd</sup>, 2020 from 9:00 a.m. to 6:00 p.m.** and will be done under the supervision of a Presiding Officer appointed by the Committee. He may be assisted by other persons appointed by the Committee.

10.6 An eligible person desirous of voting as a Special Voter must make an application in writing

on the prescribed form (see Appendix) to the Chairman of the Committee by **4.00 pm on November 19<sup>th</sup>, 2020.**

- 10.7 Persons whose names appear on the List of Special Voters shall not be entitled to vote on **6<sup>th</sup> December 2020.**

## **11. ELECTION PERSONNEL**

- 11.1 The Committee shall appoint from members of the party who are qualified to vote a Presiding Officer, a Deputy Presiding Officer and a Liaison Officer for each Election venue.
- 11.2 The Committee shall appoint Poll Clerks and such other Election Day Personnel as it sees fit from members of the party who are qualified to vote.
- 11.3 All Presiding Officers, Deputy Presiding Officers, Liaison Officers, Poll Clerks and Election day Personnel shall conduct their duties in accordance with these Rules and under the directions of the Committee.
- 11.4 The Committee shall arrange adequate facilities for the accommodation of all Election Personnel including meals, security and general support in case of emergencies.

## **12. POLLING STATION/VENUE MANAGEMENT**

- 12.1 The Committee through its Liaison Officers shall ensure that permissions for the use of all venues is obtained, the facilities prepared for the elections and the proper return of the venues after the elections.
- 12.2 The Committee shall ensure that venues are equipped with voting booths so as to maintain the secrecy of the ballot. Venues must be ready for the opening of the polls.
- 12.3 The layout of the venues and the conduct of the voting process shall conform to any existing COVID-19 Regulations and Ministry of Health Guidelines (see Appendix).

## **13. DUTIES OF PRESIDING OFFICER**

- 13.1 The Presiding Officer supervises the overall voting process and the management of venues/polling stations, including:
- a) Ensuring that the venue is ready for the opening of the polls
  - b) Declaring the poll open

- c) Maintaining polling day integrity and compliance with these Rules
- d) Deciding whether any ballot or part thereof is rejected after hearing representations from candidates or their agents
- e) Handling and recording queries, problems, general events
- f) Organizing human resources and needs
- g) Declaring the close of the polls
- h) Supervising the counting of the votes
- i) Preparing the Statement of the Poll
- j) Securing the ballots and relevant instruments
- k) Returning to the Committee the Statement of the Poll and relevant instruments

13.2 The Deputy Presiding Officer apart from assisting the Presiding Officer in his duties, shall perform the duties of the Presiding Officer in his absence.

#### **14. PREPARATION FOR THE POLLS**

14.1 The Committee shall prior to Election Day furnish each Presiding Officer with a supply of ballot papers which shall contain a numbered counterfoil for the purposes of accounting for them. The Committee will provide the Presiding Officer with a Ballot Paper Control Sheet, a Polling Station Diary, a Personnel Attendance Register and other recording materials.

14.2 Immediately upon the opening of the polls, the Presiding Officer shall open and inspect the ballot box to ascertain that there are no ballots or other material therein in the presence of Polling Day Personnel, candidates or their agents. The box shall then be locked and placed in a conspicuous place at the venue. The keys are to be kept by the Presiding Officer.

14.3 All Election Day Personnel are to arrive at **6:30 a.m.** at the Polling Station on Election Day.

#### **15. TIME OF THE POLLS**

15.1 **On Election Day the polls shall be open from 8.00 am to 6.00 pm precisely.** All persons in the line waiting to vote at 6.00 pm shall be allowed to vote. No persons other than electors waiting to vote, members of the Committee, Election Day Personnel, candidates or their agents shall be allowed to remain in the venue/Polling Station after 5.00 pm.

#### **16. PROCEDURE FOR VOTING (ELECTION DAY AND SPECIAL VOTING)**

*\* note that the masculine "he" includes the feminine "she"*



- a. Before a person enters the venue/polling station, he must sanitize his hands and his temperature taken.
- b. If a person has a temperature 37.5 Degrees Celsius or above with a fever or strongly associated symptoms consistent with COVID-19, then he is not allowed to enter the venue/polling stations.
- c. No mobile phones or devices shall be allowed to inside the venue/polling stations.
- d. The Poll Clerk checks the voter's photo identification (expired documents accepted provided identity of the voter can be verified)
  - T&T Identification Card
  - Driver's Permit
  - T&T Passport
- e. At the Poll Clerk's Desk, the voter produces his photo identification. A person whose name appears on the **Final Voters' List** and whose identity is verified by a form of photo identification will be allowed to vote, **however, a person whose name appears on the List of Special Voters will not be allowed to vote, except on the day designated for Special Voter.** A voter may be asked to remove his mask so that he can be properly identified.
- f. The Voter then affixes his signature next to his name on the Final Voters' List.
- g. The voter then proceeds to the Presiding Officer/ Deputy Presiding Officer.
- h. The Presiding Officer/ Deputy Presiding Officer:
  - i. Fills out the Ballot Stub
  - ii. Detaches the Ballot
  - iii. Folds the Ballot and affixes his initials on the visible portion
  - iv. Instructs the voter to fold in the same manner so that the said initials are visible (No ballot shall be placed into the ballot box unless the ballot is properly folded, and the initials are visible)
  - v. Instructs the voter that all separate sections shall count as separate ballots
  - vi. Instructs the voter that he / she should put an X in only one box in each section, except for the position of Deputy Political Leader, in which case he / she should

put an X for a maximum of three (3) candidates

- vii. Directs the voter to proceed to on the Voting Booth and after voting, to then return to the Presiding Officer/ Deputy Presiding Officer to place the ballot paper in the ballot box
- viii. The voter will be provided with a sanitized pen. The voter then votes in the secrecy of the voting booth and returns to the Presiding Officer with ballot properly folded.
- ix. The pen that is used is placed in a tray to be sanitized.
- x. Before the voter places his ballot paper in the ballot box, he must again sanitize his hands. After he finishes sanitizing his hands, he is required to have electoral ink applied to his right index finger. The voter then places the ballot paper in the ballot box. No voter shall be allowed to place a ballot paper in the ballot box without first having electoral ink applied to his right index finger.
- xi. Spoilt Ballots – If a voter spoils his Ballot, he shall return it and be given a replacement ballot. A voter is only allowed one replacement ballot if he spoils his ballot.
- xii. Where a Voter has indicated that he has spoilt his ballot paper, before a new ballot paper is issued to him, the Presiding Officer shall marked the ballot paper with an “S” across the entire paper and place it in the envelope labeled “Spoilt Ballots”. Upon doing so, the Presiding Officer shall make an entry of that event in the Station Diary.

## 17. THE COUNTING OF BALLOTS

17.1 At the Close of Poll, the following procedure will be adopted:

- a. No mobile phones or devices shall be allowed in the venue/polling station during the count.
- b. The Presiding Officer/ Deputy Presiding Officer of a voting venue/polling station will distribute Tally Sheets to all Poll Clerks, candidates or their agents who are present at the count.
- c. The Ballot Box is opened in the presence of the candidates or their agents and the Election Staff.
- d. The Presiding Officer/ Deputy Presiding Officer, the candidates or their agents and the Election Staff shall begin counting of the ballots in full view of the Election Staff, candidates or their agents who are present. The counting shall take place in a manner in which all persons can adequately see and hear the votes counted in order for them to be recorded.
- e. The ballot paper contains a number of separate ballots.
- f. **REJECTED BALLOTS** – The Presiding Officer officiating at the count shall, after hearing representations from the candidates or their agents, decide whether any ballot is rejected. **The decision of the Presiding Officer in that regard is final for all**

**purposes.**

- g. A ballot is rejected when:-
  - i. It cannot be fully established for whom the elector has voted; or
  - ii. When the ballot bears any mark by which the elector can be identified.
- h. All rejected ballots shall be recorded in the Polling Station Diary. If all of the ballots on the ballot paper are rejected, the ballot paper should be placed in the envelope for "Rejected Ballots".
- i. If any ballot on the ballot paper is rejected, that part of the ballot paper is marked by the Presiding Officer with a capital letter "R" and the ballot kept with those ballots which are not rejected.
- j. All Ballots counted shall be placed in an envelope which shall be sealed and signed by the Presiding Officer officiating at the count and also signed by the candidates or their agents and placed in the Ballot Box.
- k. After completion of the count, the Presiding Officer shall complete the Statement of Poll in the prescribed form (see Appendix) and prepare and certify a sufficient number of copies for distribution as follows:
  - i. one copy to be placed in an envelope labeled "BALLOT BOX" together with the name of the Constituency and deposited in the Ballot Box.
  - ii. one copy to be placed in an envelope addressed to the Chairman of the Committee.
  - iii. one copy to be kept by the Presiding Officer.
  - iv. one copy to each of the candidates or their agents as are present.
- k. The Presiding Officer shall certify each copy of the Statement of Poll by affixing his signature thereon in the presence of candidates or their agents who were present at the count.
- l. On completion of count, the Presiding Officer/Deputy presiding Officer shall:
  - 1 Place all election material, envelopes with the ballots (used and unused) and one Statement of the Poll in the Ballot Box. The key, ink and inepad should NOT be placed in the Ballot Box
  - 2 Lock and seal the Ballot Box
  - 3 Sign on the seal of the Ballot Box
  - 4 Transmit to the Committee, the following:
    - i. Sealed Ballot Boxes with all of the election material enclosed
    - ii. Statement of Poll in the envelope for the Chairman of the Committee
    - iii. the key for the Ballot Box



## **18. THE COUNTING OF SPECIAL BALLOTS**

- 18.1 After the close of the poll for Special Electors, the Presiding Officer appointed by the Committee to officiate at the poll for Special Electors shall seal the Ballot Box by affixing his signature in the presence of candidates or their agents, who will be invited to also sign the seal.
- 18.2 The locked Ballot Box and its key shall then be handed over by the Presiding Officer to the Chairman of the Committee who will keep in safe custody, together with the keys until counting.
- 18.3 The Ballot Box shall be produced to the Presiding Officer at the counting of ballots at the Couva South polling venue/polling station, where it shall be opened in the presence of the candidates or their agents who are present, and the contents thereof mixed with the ballots from the Ballot Box for that polling venue/polling station. The count then proceeds in accordance with Rule 17.0 above.

## **19. DECLARATION OF THE PRELIMINARY RESULTS OF THE ELECTION**

- 19.1 A nationwide tally of the results from all polling venues, shall be conducted by the Committee. The declaration of the preliminary results of the Elections will be made by the Chairman of the Committee.

## **20. RECOUNT PROCEDURE**

- 20.1 Any candidate or his agent may request a recount of the votes cast at any venue/polling station by writing to the Chairman of the Committee **by 12.00 noon of the day immediately following the declaration of the preliminary results of Elections.**
- 20.2 Upon receiving such a request, the Committee shall arrange an appropriate venue for the recount and notify the candidate requesting the recount who shall be entitled to be present at the recount personally or through his agent.
- 20.3 The Committee shall designate a Presiding Officer to recount the ballots in question and the Ballot Box shall be opened in the presence of the candidate who has requested the recount or his agent. No mobile phones or devices shall be allowed in the venue/polling station during the recount.

20.4 For the removal of any doubts, the recount shall only be a recount to verify the results that were recorded on the Statement of the Poll on the basis of the ballots found in the Ballot Box. The recount is not for the purpose of determining whether any ballot is spoilt or rejected, since that determination would have already been made by the Presiding Officer and the ballot paper marked accordingly.

20.5 At the conclusion of all recounts, the Chairman of the Committee shall, subject to the results of those recounts, declare the **final results** of the Elections and publish those results.

Issued this 11<sup>th</sup> day of November 2020.



Mr. Ramesh Persad-Maharaj

Chairman



Mrs. Carol Merritt-Nelson



Mrs. Norva Williams



Dr. Indira Rampersad



Mr. Miguel Bermudez

## **APPENDICES**

**Advertisement in the Express of 30<sup>th</sup> October, 2020**

**Application for correction to Preliminary Voters' List**

**Nomination Form**

**Confidentiality Agreement**

**Application to be a Special Voter**

**Sample Ballot Paper**

**Statement of the Poll**

**COVID-19 Regulations**

**Ministry of Health COVID-19 Guidelines**





**NOTICE**  
**UNITED NATIONAL CONGRESS**  
**INTERNAL ELECTIONS 2020**

The election of Officers for the National Executive of the United National Congress (UNC) will be held on Sunday December 6<sup>th</sup>, 2020 between the hours of 8:00 a.m and 6:00 p.m. A listing of the Polling Station Venues will be subsequently published. Hereunder is a list of important dates to be noted:-

1	Availability of Nomination Forms at UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva	From Thursday October 29 <sup>th</sup> , 2020 (between the hours of 8:00 a.m. – 4:00 p.m.)
2	Deadline for registration of members for purpose of the election	Wednesday November 4 <sup>th</sup> , 2020 – 4:00 pm
3	Submission of Nomination Papers by prospective candidates for verification	Monday November 9 <sup>th</sup> , 2020
4	Scrutiny of List of Voters at UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva	Monday November 9 <sup>th</sup> - Friday November 13 <sup>th</sup> , 2020 (between the hours of 8:00 am and 4:00 pm)
5	Returning of Nomination Papers to prospective candidates	Friday November 13 <sup>th</sup> , 2020
6	<b><u>Nomination Day</u></b> - Deadline for submission of Nomination Papers to Internal Elections Committee c/o UNC Head Office	Sunday November 15 <sup>th</sup> , 2020 (between the hours of 8:00 am and 4:00 pm)
7	Deadline for submission of Application to be a Special Voter	Thursday November 19 <sup>th</sup> , 2020
8	Deadline for Withdrawal as a Candidate	Monday November 23 <sup>rd</sup> , 2020
9	Announcement of list of valid Nominees	Monday November 23 <sup>rd</sup> , 2020
10	Posting of Electoral List at UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva	Tuesday December 1 <sup>st</sup> , 2020
11	Special Voting at UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva (9:00 a.m. to 6:00 p.m.)	Thursday December 3 <sup>rd</sup> , 2020
12	<b>ELECTION DAY</b>	<b>Sunday December 6<sup>th</sup>, 2020</b>



# UNITED NATIONAL CONGRESS

## UNC Head Office

Lot 26, Southern Main Road, Exchange Village, Couva  
Telephone (868) 636-8145 / 9923 Fax (868) 636-6048  
E-Mail: thebest.unc@gmail.com

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### Application by a Member Omitted from the Preliminary List for Inclusion on the Revised List

Constituency of: .....

From: .....

Of:.....  
(Address)

Phone Nos.: Home..... Cell .....

Email Address: .....

To: Chairman, Membership Committee

1. I hereby inform you that my name does not appear on the Preliminary List of Members for the above mentioned Constituency
2.
  - i. I am a Life Member of the UNC\*
  - ii. I am a Member of the UNC\*
  - iii. I applied for membership on ..... on Form # .....
  - iv. My membership number is .....
3. I hereby apply to have my name included in the Revised List for the said Constituency

Dated this ..... day of ..... 2020

Signature of Applicant.....

\*Delete where inapplicable



# **United National Congress**

## **National Executive Elections 2020**

<b>Full Legal Name:</b>	
<b>Address:</b>	
<b>Constituency:</b>	
<b>Position:</b>	





# Introduction to Nomination Form

## Welcome

The United National Congress welcomes nominations for candidates for the 2020 National Executive Elections.

The National Executive of the United National Congress (UNC) at its last meeting decided that the Party's National Executive Elections will be held on Sunday December 06th, 2020.

Voting will take place between the hours of 8:00 a.m. and 6:00 p.m. at venues to be announced.

The following positions will be up for election:-

1. Political Leader
2. Deputy Political Leaders (3)
3. Chairman
4. Deputy Chairman
5. Policy & Strategy Officer
6. Education Officer
7. Research Officer
8. Elections Officer
9. Treasurer
10. Party Organizer
11. International Relations Officer
12. Northeast Regional Representative
13. Northwest Regional Representative
14. South Regional Representative
15. Central Regional Representative
16. Tobago Regional Representative

Nomination Forms will be available for collection at the UNC Head Office, Lot#26 Southern Main Road, Exchange Village, Couva from Monday October 30<sup>th</sup>, 2017 between the hours of 9:00 am and 4:00 pm.

**The deadline for submitting completed Nomination Forms to the UNC Head Office is on Sunday November 15<sup>th</sup>, 2020 at 4:00 pm.**

## Open opportunity for all

We have a strong commitment to excellence in the United National Congress. The candidate selection process is no exception and has been designed to provide an equal opportunity to all who are nominated. To make sure the process is open, transparent and fair; the United National Congress will be using a detailed nomination form. It will also make sure that all key decision makers in the process have a complete and accurate view of the candidates.

## Help us to support you

We strongly encourage you to follow all instructions when completing your nomination form. The form has been designed to be self-explanatory and as simple as possible to complete. All nomination forms need to be completely filled out in your own handwriting and submitted on or before the deadline date to:

United National Congress Head Office  
Lot#26 Southern Main Road  
Exchange Village  
Couva

## Application Fee

A non-refundable application fee of \$500.00 must be included when you submit your Nomination Form.

## How to contact us

If you have any queries that this guide does not answer, you can contact the United National Congress Head Office at (868) 636-8145. Our office hours are Monday-Friday 8:30am to 4:00pm.



## National Executive Election Nomination Form

### CANDIDATE PERSONAL INFORMATION

Address:			
City:		Local Government Electoral District	
Constituency:		Polling Division#:	
Phone Number:		Cell Number:	
Email Address			
Date of Birth:		Place of Birth:	
Marital Status:		Gender:	
National Identification #		UNC Membership #	

### CURRENT EMPLOYMENT STATUS

Employer:			
Occupation:		Date of Employment	
Summary of Duties			

### EDUCATIONAL INFORMATION

What is the highest level of education you have obtained?	
Other skills, training, related interests:	

## INVOLVEMENT WITH ORGANIZATIONS

What social, recreational, political, cultural, community or other organizations in Trinidad and Tobago or elsewhere, whether formally or informally constituted, have you been a member of?

Name of Organization			
Position(s) Held:			
From (MM/YY)		To: (MM/YY)	

Name of Organization			
Position(s) Held:			
From (MM/YY)		To: (MM/YY)	

## POSITION WITH POLITICAL PARTIES (other than UNC)

Name of Political Party			
Position(s) Held:			
From (MM/YY)		To: (MM/YY)	

Name of Political Party			
Position(s) Held:			
From (MM/YY)		To: (MM/YY)	

## DECLARATIONS

Are you a citizen of Trinidad and Tobago?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you currently hold citizenship of any other country?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any judgments pending or registered against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
To the best of your knowledge, are there any circumstances which may give rise to any future legal action being taken against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please explain .....		
.....		
.....		
.....		
Are you a member of a Party Group (If Yes Which Party Group)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>



Are you a member of a Constituency Executive? (If Yes, Which Constituency and Position?)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you able to speak and read the English language?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you by virtue of your own act, under any acknowledgment of allegiance, obedience or adherence to a foreign power or state?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you mentally ill within the meaning of the Mental Health Act (Ch. 28:02)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you under sentence of death imposed on me by a Court in any part of the Commonwealth?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you serving a sentence of imprisonment exceeding twelve months imposed on you by a Court in any part of the Commonwealth or substituted by competent authority for some other sentence imposed on you by such a Court, nor are you under such a sentence of imprisonment the execution of which has been suspended?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you completely read and are intimately familiar with the Constitution of the Republic of Trinidad and Tobago?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you completely read and are intimately familiar with The Constitution of The United National Congress?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you been accused of, or been engaged in, activities that promote discrimination of hatred against people on the basis of race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status or disability?  If yes, please explain..... ..... ..... .....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is there anything in your personal, professional or business background that could cause embarrassment to the Party or demonstrate a lack of integrity if it became public knowledge if you should become a member of the National Executive of the UNC?  If yes, please explain ..... ..... ..... .....	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## DISCLAIMER

I, \_\_\_\_\_, having submitted my  
Nomination form for the position of \_\_\_\_\_, hereby:-

1. Attest and agree that all information provided in this application is the truth to the best of my knowledge with the understanding that the submission of any false, misleading, or erroneous information may lead to the rejection of my Nomination Form;
2. Pledge not to contract on behalf of the United National Congress unless given permission in writing signed by the General Secretary of the Party either during the election or afterwards, should I be elected as a member of the National Executive;
3. Release the United National Congress from any liability incurred by my campaign without express permission of the General Secretary of the United National Congress;
4. Further pledge that as part of my campaign and if I should be elected to serve on the National Executive of the United National Congress, that I will in all my endeavours act in good faith to further the interest of the United National Congress and that I will not take any action and attempt to prevent any action, during or after my campaign, which will bring the Party or its members into disrepute.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# National Executive Election Nomination Form

I \_\_\_\_\_ Membership # \_\_\_\_\_

being nominated for the position of \_\_\_\_\_

do hereby acknowledge and accept this nomination.

<b>Signature:</b>			
<b>Address:</b>			
<b>Date:</b>			

## PROPOSED BY

All signatories of this nomination form must be financial and names must appear on the UNC membership listing.

NAME (BLOCK LETTERS)	SIGNATURE	MEMBERSHIP #	PHONE #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



11.			
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40.			



## National Executive Election Application Fee Receipt

I \_\_\_\_\_ Membership # \_\_\_\_\_

being nominated for the position of \_\_\_\_\_

do hereby acknowledge and accept this nomination and have paid the Application Fee of \$500.00.

<b>Signature:</b>		
<b>Address:</b>		
<b>Date:</b>		

---

***For Internal Use Only***

<b>Signature:</b>		
<b>Date:</b>		





# National Executive Election Nomination Form

## CAMPAIGN RULES

For the conduct of the of all Internal Elections in the United National Congress

### CANDIDATES AGREE TO :

1. Uphold the Constitution of the United National Congress
2. Promote respect, tolerance, harmony and peace amongst their supporters and general public during campaign, the elections and in the post election period by being positive role models
3. Refrain from practices that promote divisiveness in the society and commit to the removal of any structures (behavioral, cultural, social or organizational) which reinforce divisiveness
4. Confine their criticism of candidates to their policies, programmes, past performance and work and desist from personal attacks to candidates and their families
5. Promote the interest of the Party, and refrain from any conduct which is detrimental to the interest of the Party
- 6.

### PROHIBITED CONDUCT

#### Candidates Shall Not:

1. Discriminate on the grounds of race, ethnicity, sex, gender, religion or class or seek to mobilize support by reference to race, sex, gender, religion or class and shall not publish or make false or defamatory statements nor discriminate any person during the conduct of this elections
2. Indulge in negative campaign or advertising or any actions which would bring the United National Congress into disrepute
- 3.

### MEDIA ADVERTISING

Advertisements should not contain personal attacks and context that will bring the Party into disrepute

### PROHIBITIONS

The use or distribution of products containing alcohol, drugs and weapons that can cause bodily harm at the designated Polling Station Compounds is strictly prohibited

### SANCTIONS FOR BREACH

Any breaches of the Code of Conduct will be forwarded to the Election Management Committee for referral to the Disciplinary Committee

### COVID-19

Abide with the relevant COVID-19 regulations applicable at the time

Signed .....

Date .....

## CONFIDENTIALITY AGREEMENT

I \_\_\_\_\_ of \_\_\_\_\_, a member of the United National Congress political party ("UNC"), having membership no. \_\_\_\_\_, and being a candidate/agent of candidate \_\_\_\_\_ (*delete where necessary*), in consideration of the UNC supplying to me a copy of the Final Voters' List/the List of Special Voters (*delete where necessary*) hereby agree as follows:

1. The information contained in the List shall remain the property of the UNC and I shall acquire no proprietary interest in such information.
2. The List contains confidential information and shall not be disclosed, traded, published or divulged in any manner whatsoever save and except that I am entitled to make sufficient copies of same for use by members of the UNC who are assisting in my campaign.
3. I undertake to ensure that those members of the UNC who may be given copies of the List by me observe the conditions of this agreement. I will be liable to the UNC if any of those members breach the conditions herein.
4. I acknowledge that any breach of this Agreement will not be in the interests of the UNC or its members and disciplinary proceedings may be taken against me by the UNC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

.....  
Signature of Candidate or Agent

.....  
Signature of Witness  
Name of Witness [Block letters]



## UNITED NATIONAL CONGRESS

### Application to vote as a Special Elector

Name of Applicant	
Home Address	
Date of Birth	
Membership No.	
National ID No.	

Please tick the appropriate box that applies to you.

#### CATEGORIES OF SPECIAL ELECTORS

- ☐ Candidate
- ☐ Agents of Candidate
- ☐ Member of the Internal Elections Management Committee
- ☐ Liaison Officer
- ☐ Presiding Officer
- ☐ Deputy Presiding Officer
- ☐ Poll Clerk
- ☐ Other Polling Day Personnel (describe) \_\_\_\_\_

I certify that the above information does not contain any false statement.

Dated: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



SUNDAY DECEMBER 6TH, 2020

BALLOT NO.:

ID CARD #:

NAME:

POLL CLERK SIGNATURE:

POLITICAL LEADER				EDUCATION OFFICER				CENTRAL REGIONAL REPRESENTATIVE			
Surname	First Name	Symbol	Vote	Surname	First Name	Symbol	Vote	Surname	First Name	Symbol	Vote
AB	CD			RQ	TS			UU	VV		
EF	GH			VU	XW			WW	XX		

DEPUTY POLITICAL LEADER (CHOOSE 3)				RESEARCH OFFICER			
Surname	First Name	Symbol	Vote	Surname	First Name	Symbol	Vote
IJ	KL						
MN							
QR							
UV							
YZ							
ZA							

DEPUTY CHAIRMAN				SOUTH REGIONAL REPRESENTATIVE			
Surname	First Name	Symbol	Vote	Surname	First Name	Symbol	Vote
BA				PQR	ST		
FE				UVW	AB		

TOBAGO REGIONAL REPRESENTATIVE			
Surname	First Name	Symbol	Vote
XY	OP		
ZED	TR		

PARTY ORGANIZER			
Surname	First Name	Symbol	Vote
MM	NN		
OO	PP		

INTERNATIONAL RELATIONS OFFICER			
Surname	First Name	Symbol	Vote
QQ	RR		
SS	TT		

POLICY & STRATEGY OFFICER			
Surname	First Name	Symbol	Vote
JJ	LK		
NM	PO		

# STATEMENT OF POLL

Constituency of \_\_\_\_\_

Polling Station Venue \_\_\_\_\_

Number of ballot papers received \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

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Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

Number of Ballots cast for \_\_\_\_\_

- a. **Total number of ballots supplied to venue** \_\_\_\_\_
- b. Total number of ballots papers found in box \_\_\_\_\_
- c. Total number of spoilt ballot papers \_\_\_\_\_
- d. Total number of unused ballots papers with stubs attached \_\_\_\_\_
- e. **TOTAL (b + c + d)** \_\_\_\_\_
- f. Number of totally rejected ballot papers found in box \_\_\_\_\_
- g. Number of partially rejected ballot paper found in box \_\_\_\_\_
- h. Number of other ballot papers found in box \_\_\_\_\_
- i. **TOTAL (f+ g+ h)** \_\_\_\_\_

\_\_\_\_\_  
Signature of Presiding Officer/Deputy Presiding Officer officiating at the count

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Certified in the presence of:

Candidates / Agents \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



LEGAL NOTICE NO. 349

REPUBLIC OF TRINIDAD AND TOBAGO

THE PUBLIC HEALTH ORDINANCE, CH. 12 NO. 4

REGULATIONS

MADE BY THE MINISTER UNDER SECTION 105 AND CONFIRMED BY THE  
PRESIDENT UNDER SECTION 167 OF THE PUBLIC HEALTH ORDINANCE

THE PUBLIC HEALTH [2019 NOVEL CORONAVIRUS  
(2019-nCoV)] (NO. 31) REGULATIONS, 2020

1. These Regulations may be cited as the Public Health [2019 Novel  
Coronavirus (2019-nCoV)] (No. 31) Regulations, 2020. Citation

2. In these Regulations—

Interpretation

“face covering” means a covering of any type which covers the  
nose, mouth and chin of the person wearing it;

“motor car” means a motor vehicle which is registered to carry no  
more than five persons;

“raft-up” means the roping together of a number of small vessels  
to form a raft-like structure; and

“vessel” means any ship, boat, barge, lighter or raft and any  
other description of craft, whether used in navigation or not,  
but does not include government vessels.

3. (1) During the period specified in regulation 17, a person shall not, without reasonable justification— Public  
gatherings

(a) be found at any public place where the number of persons  
gathered, at any time, exceeds ten;

(b) participate in any group contact sports; or

(c) participate in any team sports, except with the approval of  
the Minister.

(2) Subregulations (1)(b) and (c) shall not apply to athletic teams  
approved by the Minister who are in training or participating in contact  
or team sports, at the national or international level.

4. (1) For the purposes of controlling and preventing the spread of the  
2019 Novel Coronavirus (2019-nCoV), it shall be an offence, during the  
period specified in regulation 17, for any person to— Restriction of  
certain  
activities

(a) be found at or in any river, stream, pond, spring or similar  
body of water or any public pool for recreational purposes;

(b) operate a dancehall licensed under the Theatres and  
Dancehalls Act;

(c) operate a party boat or club;

(d) hold public parties or public fetes;

Chap. 21:03

- (e) have a public or private pre-school, early childhood education centre, primary school, secondary school, tertiary institution or other post-secondary institution open for classes in such places;
- (f) operate a day-care or pre-school for children for the care or education of young children;
- (g) operate a water park or amusement park;
- (h) allow the amenity of consumption of drinks at bars, its premises or precincts; or
- (i) allow roadside consumption of any product provided by a street vendor selling food or drink,

except where authorised by the Minister.

(2) Notwithstanding subregulation (1)(a), tours of the Buccoo Reef, Speyside or the Caroni Bird Sanctuary shall be permitted where the tour does not exceed fifty per cent of the ordinary capacity of a tour.

(3) A bar or street vendor may provide take-away service to its customers.

(4) A restaurant or food court—

- (a) may only provide fifty per cent dine in-services to its customers in groups of not more than ten persons; and
- (b) shall not sell or provide alcohol to its dine in-services customers.

(5) Notwithstanding subregulation (1)(e), a public or private pre-school, early childhood education centre, primary school, secondary school, tertiary institution or other post-secondary institution may—

- (a) provide classes to its students by electronic or such other means as may be approved by the Minister; or
- (b) where classes such as practical, laboratory or other classes cannot be done by electronic means, the post-secondary or tertiary institution may conduct such classes in person by such means as may be approved by the Minister.

(6) Notwithstanding subregulation (1)(e), educational establishments may be open for the purpose of conducting any examination as the Minister may permit.

(7) A religious or ecclesiastical organisation or any other religious organisation may conduct religious meetings, services, funerals, weddings, christenings, baptisms or such other religious gatherings where the gathering of persons at any place used for that purpose does not exceed fifty per cent of the allowed capacity of the place.

(8) A maximum of fifty per cent of the allowed capacity of a building is permitted in the following places:

- (a) a club as defined in section 2 of the Registration of Clubs Act;
- (b) a theatre licensed under the Theatres and Dancehalls Act;
- (c) a theatre licensed under the Cinematograph Act;
- (d) a common gaming house or betting office licensed under the Gambling and Betting Act; and
- (e) a gym or fitness centre.

Chap. 21:01  
 Chap. 21:03  
 Chap. 20:10  
 Chap. 11:19



(9) The service of food or drinks to be consumed on the premises is prohibited at the places listed in subregulation (8)(a), (b) and (d).

(10) The service of alcohol on the premises is prohibited at a theatre licensed under the Cinematograph Act.

Chap. 20:10

(11) Where a person causes, without reasonable excuse, any vessel, being operated in the waters of Trinidad and Tobago, to be raft-up with another vessel for recreational purposes, he commits an offence.

5. (1) Subject to subregulation (2), all retail business establishments shall only be open until 10.00 pm everyday unless permitted otherwise by the Minister.

Hours of operation or time to be on beaches

(2) Bars shall only be open to the public from 8.00 am to 10.00 pm everyday unless permitted otherwise by the Minister.

(3) Casinos, theatres and cinemas shall only be open to the public from 8.00 a.m. to 10.00 p.m. everyday unless permitted otherwise by the Minister.

(4) Clubs and gyms shall only be open to the public from 5.00 a.m. to 10.00 p.m. everyday unless permitted otherwise by the Minister.

(5) A person shall only be on a beach during the hours 6.00 a.m. to 6.00 p.m. on any day.

6. (1) No person shall, without reasonable excuse, travel in a vehicle or vessel without wearing a face mask, face shield or face covering in a manner which covers his nose, mouth and chin.

Requirement to wear a face mask, face shield or face covering when in a vehicle or vessel

(2) Where the person under this regulation is a child accompanied by an individual who has responsibility for the child, the individual shall provide and ensure that the child has and wears the face mask, face shield or face covering as required by this regulation.

(3) Subregulations (1) and (2) do not apply—

- (a) to a child who is under the age of eight;
- (b) where a person is in the vehicle or vessel alone; or
- (c) where a person is allocated a cabin, berth or other similar accommodation, at any time when they are in that accommodation alone.

(4) For the purposes of subregulation (1), the circumstances in which a person has a reasonable excuse include those where—

- (a) the person cannot put on, wear or remove a face mask, face shield or face covering—
  - (i) because of any physical or mental illness or impairment, or disability; or
  - (ii) without severe distress;
- (b) the person is travelling with, or providing assistance to, another person and such other person relies on lip reading to communicate with the first person;



- (c) the person removes their face mask, face shield or face covering to avoid harm or injury, or the risk of harm or injury, to himself or others;
- (d) the person is travelling to avoid injury, or to escape a risk of harm, and does not have a face mask, face shield or face covering with him;
- (e) if it is reasonably necessary for the person to eat or drink, the person removes his face mask, face shield or face covering to eat or drink;
- (f) the person has to remove his face mask, face shield or face covering to take medication;
- (g) a request is made of the person to remove his face mask, face shield or face covering temporarily for security and identification purposes, if necessary, for the purpose of receiving services; or
- (h) the circumstances provided for in guidelines issued by the Ministry of Health.

Schedule 2      (5) A person who contravenes this regulation commits an offence and is liable to a fixed penalty fine set out in Schedule 2, in addition to such administrative fees as may be determined by the Chief Justice under section 21A of the Summary Courts Act, and on failure to pay the fixed penalty, may be liable on summary conviction to a fine of five thousand dollars and to a term of imprisonment of three days.

Chap. 4:20

(6) Sections 105A to 105H of the Act apply to an offence under this regulation and—

- (a) the relevant fixed penalty notice shall be in the form set out as Form A in Schedule 1; and
- (b) the relevant fixed penalty shall be the fine specified in Schedule 2.

Form A

Schedule 2

(7) For the purposes of section 105A(6) of the Act, a person filing an appeal shall use the form set out as Form B in Schedule 1.

Form B

Requirement  
to wear masks  
in public

7. (1) No person shall, without reasonable excuse—

- (a) be in a public space, including a beach; or
- (b) be in a place mentioned in regulation 4(2), (4), (5), (6), (7) or (8),

without wearing a face mask, face shield or face covering in a manner which covers his mouth, nose and chin.

(2) Where the person under this regulation is a child accompanied by an individual who has responsibility for the child, the individual shall provide and ensure that the child has and wears the face mask, face shield or face covering as required by this regulation.

(3) The owner or operator of any business which provides goods or services to the public shall ensure that a member of the public is not permitted entry to, or otherwise remains within, any enclosed space within the premises of the business unless, the member of the public is wearing a face mask, face shield or face covering, in a manner which covers his mouth, nose and chin.

- (4) Subregulations (1) to (3) shall not apply to—
- (a) children under eight years of age;
  - (b) employees and agents of the person responsible for the business within an area designated for them and not for public access, or within or behind a physical barrier, subject to such guidelines made by the Ministry of Health; and
  - (c) those circumstances provided for in guidelines made by the Ministry of Health.
- (5) For the purposes of subregulation (1), the circumstances in which a person has a reasonable excuse include those where—
- (a) the person cannot put on, wear or remove a face mask, face shield or face covering—
    - (i) because of any medical, physical or mental illness or impairment, or disability which inhibits their ability to wear a face mask, face shield or face covering; or
    - (ii) without severe distress;
  - (b) the person is travelling with, or providing assistance to, another person and such other person relies on lip reading to communicate with the first person;
  - (c) the person removes his face mask, face shield or face covering to avoid harm or injury, or the risk of harm or injury, to himself or others;
  - (d) the person is travelling to avoid injury, or to escape a risk of harm, and does not have a face mask, face shield or face covering with him;
  - (e) if it is reasonably necessary for the person to eat or drink, the person removes his face mask, face shield or face covering to eat or drink;
  - (f) the person has to remove his face mask, face shield or face covering to take medication;
  - (g) a request is made of that person to remove his face mask, face shield or face covering temporarily for security and identification purposes if necessary for the purpose of receiving services; or
  - (h) the circumstances provided for in guidelines issued by the Ministry of Health.
- (6) Subject to the exemptions in subregulation (4)(b), an employee shall wear a face mask, face shield or face covering when working in an enclosed public space.
- (7) A person who contravenes this regulation commits an offence and is liable to a fixed penalty fine set out in Schedule 2, in addition to such administrative fees as may be determined by the Chief Justice under section 21A of the Summary Courts Act, and on failure to pay the fixed penalty, may be liable on summary conviction to a fine of five thousand dollars and to a term of imprisonment of three days.



(8) Sections 105A to 105H of the Act apply to an offence under this regulation and—

- Form A                    (a) the relevant fixed penalty notice shall be in the form set out as Form A in Schedule 1; and
- Schedule 2                (b) the relevant fixed penalty shall be the fine specified in Schedule 2.

Form B                    (9) For the purposes of section 105A(6) of the Act, a person filing an appeal shall use the form set out as Form B in Schedule 1.

Public transportation restrictions        8. (1) During the period specified in regulation 17, a person who provides public transport in a motor vehicle shall not carry, where the motor vehicle is—

- (a) a motor car, not more than seventy-five per cent; or
- (b) every other type of motor vehicle, not more than sixty-five per cent,

of the number of passengers for which the motor vehicle is licensed to carry.

(2) The seating requirements for maxi-taxis shall be in accordance with Schedule 3.

Business places                    9. Small and large businesses shall comply with the guidelines for Small and Large Businesses issued by the Ministry of Health.

Closure of air and sea ports        10. All air and sea ports or any place where an aircraft or ship or vessel can land shall, except in relation to air and sea cargo, remain closed to the arrival or departure of aircraft or ships or other vessels carrying passengers unless permitted by the Minister with responsibility for national security.

Requirement on private medical laboratories and medical practitioners        11. (1) Notwithstanding the fact that the Caribbean Public Health Agency (CARPHA) has not yet approved any private medical laboratory to do testing for the 2019 Novel Coronavirus (2019-nCoV), where a private medical laboratory or a medical practitioner does such testing on a person or a medical practitioner refers a person for such testing and the result of such testing is a positive result, the private medical laboratory or medical practitioner and the person so tested shall immediately report and forward the results to the Chief Medical Officer and the Regional Health Authority of the area in which the person to whom the results apply resides or works.

(2) Where a private medical laboratory, medical practitioner or a person fails to report and forward results to the Chief Medical Officer and the Regional Health Authority in accordance with subregulation (1), the owner or operator of the private medical laboratory, medical practitioner or the person, as the case may be, commits an offence and is liable on summary conviction to a fine of two hundred and fifty thousand dollars and to imprisonment for six months.



12. (1) Where the result of a test conducted by the Caribbean Public Health Agency (CARPHA) or by a private medical laboratory under regulation 11 shows that a person is suffering from the 2019 Novel Coronavirus (2019-nCoV), the Minister of Health may give such directions as he thinks fit, for—

Quarantine  
and  
treatment of  
persons  
suffering  
from  
2019-nCoV

- (a) the restraint, segregation and isolation of that person or any other person who, by exposure to infection from that person, is likely to suffer from the 2019 Novel Coronavirus (2019-nCoV);
- (b) the removal of a person referred to in paragraph (a) to a public hospital or a designated facility; or
- (c) the curative treatment of a person referred to in paragraph (a).

(2) The Minister of Health may give a direction under subregulation (1) where, in his discretion, he considers it necessary to do so—

- (a) for the purposes of preventing or controlling the spread of the 2019 Novel Coronavirus (2019-nCoV);
- (b) in the interests of the person in relation to whom the direction is given; or
- (c) in the interests of the public health system.

(3) Where the Minister of Health gives a direction under subregulation (1), the person in relation to whom the direction is given shall be informed—

- (a) of the reason for giving the direction;
- (b) of the period during which the person is likely to be required to remain at a public hospital or a designated facility for observation, surveillance or curative treatment; and
- (c) that it is an offence to fail to comply with the direction or to obstruct a medical practitioner, a nurse, a member of staff at a public hospital or a designated facility or a member of staff of a public or private ambulance service from carrying out the direction.

(4) A person who—

- (a) fails to comply with a direction under subregulation (1); or
- (b) obstructs a medical practitioner, a nurse, a member of staff at a public hospital or a designated facility or a member of staff of a public or private ambulance service from carrying out a direction under subregulation (1),

commits an offence and is liable on summary conviction to a fine of two hundred and fifty thousand dollars and imprisonment for a term of six months.

Self-  
quarantine

13. (1) The Minister of Health may give such directions as he thinks fit for the self-quarantine of any person who is likely to suffer or is suffering from the 2019 Novel Coronavirus (2019-nCoV).

(2) The Minister of Health may give a direction under subregulation (1) where, in his discretion, he considers it necessary to do so—

- (a) for the purposes of preventing or controlling the spread of the 2019 Novel Coronavirus (2019-nCoV);
- (b) in the interests of the person in relation to whom the direction is given; or
- (c) in the interest of the public health system.

(3) A direction under subregulation (1) shall—

- (a) be in writing;
- (b) require the person to be self-quarantined at specified place; and
- (c) specify the address of the specified place.

(4) Where the Minister of Health gives a direction under subregulation (1), the person in relation to whom the direction is given shall be informed—

- (a) of the reason for giving the direction;
- (b) of the period during which the person is likely to be self-quarantined; and
- (c) that it is an offence to fail to comply with the direction or to obstruct a medical practitioner, a nurse, a member of staff at a public hospital or a designated facility or a member of staff of a public or private ambulance service or other health care from carrying out the direction.

Offences

14. A person who contravenes regulations 3 to 5, 8, 10 and 13 commits an offence and is liable on summary conviction to a fine of two hundred and fifty thousand dollars and to imprisonment for six months.

Minister may  
issue  
guidelines

15. The Minister of Health may, for the purposes of the operation of these Regulations, issue such guidelines as he may deem necessary and breach of such guidelines shall not constitute an offence.

Revocation of  
L.N. No. 345  
of 2020

16. The Public Health [2019 Novel Coronavirus (2019-nCoV)] (No. 30) Regulations, 2020 is revoked.

Duration

17. These Regulations shall have effect from 9th November, 2020 to 22nd November, 2020.

*Public Health [2019 Novel Coronavirus (2019-nCoV)]  
(No. 31) Regulations, 2020*

1507

SCHEDULE 1—FORM A



REPUBLIC OF TRINIDAD AND TOBAGO

**A**

Sections 105, 105A, 105B and 105C

**PUBLIC HEALTH FIXED PENALTY NOTICE**

<b>DATE AND TIME</b>	dd/mm/yyyy	20	a.m./p.m.
<b>LOCATION</b>			
<b>VIOLATION:</b>	<input type="checkbox"/> Failure to wear mask* in public <input type="checkbox"/> Failure to ensure child wears mask* in public	<input type="checkbox"/> Failure to wear mask* in a vehicle <input type="checkbox"/> Failure to ensure child wears mask* in a vehicle	<input type="checkbox"/> Failure to wear mask* in a vessel <input type="checkbox"/> Failure to ensure child wears mask* in a vessel
<b>VIOLATOR INFORMATION:</b>			
Name			
Sex <input type="checkbox"/> male <input type="checkbox"/> female			
Date of Birth dd/mm/yyyy			
Address (Line 1)			
(Line 2)			
(Line 3)			
(Line 4)			
Phone number(s)			
Email			
ID-DP/PP/ID card			
ID-other			
Number of previous violations <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> More than 3			
<b>IF UNDER 18, PARENTAL INFORMATION</b>			
Name of Responsible Adult			
Address			
Phone number (s)			
Email			
ID of Adult (DP/PP/ID)			
I, affirm that the personal information I have provided is accurate.			
Signed:			
<b>PENALTY</b>			
Fixed penalty amount			
Details of violation			
<b>POLICE OFFICER INFORMATION</b>			
Name			
Rank and Number			
Signature of Officer			

**HOW TO PAY THIS FINE**

This penalty must be paid to the District Courts or if the violator is under the age of 18, to the Children Court.

To get instructions on how to pay, contact the Court by:

Telephone: **224-5182**

Or Email: [health.fine@tlawcourts.org](mailto:health.fine@tlawcourts.org)

Or go to the website: <https://CourtPay.tlawcourts.org>

**TO BE COMPLETED BY VIOLATOR WHEN BEING PAID:**

Name:

Date:

Amount:

If you pay this fine within 14 days of the date of the notice, you may appeal to the Magistrate in the District. **Sec 105A (6)**

**\* In this form "mask" means face mask, face shield or face covering.**

If you fail to pay the fixed penalty before the end of fourteen (14) days from the above date you are hereby required to appear before the ..... District Court/Children Court on **Tuesday** the ..... day of ....., 20 ..... at 9.00 a.m. as the defendant in the matter. You are expected to appear by virtual hearing. To make arrangements for this, **you are required to contact the court on or before the Thursday prior to the date of hearing.** It is your responsibility to make arrangements to ensure your appearance. **If you fail to appear an order may be made in your absence.**

If you are under the age of 18, you must be accompanied by your Parent/guardian/person with responsibility for you, who is also responsible for ensuring that arrangements are made for you to appear. **If you fail to appear an order may be made in your absence.**

**COURT LOCATIONS:** Trinidad North District Court: Corner of St Vincent and Duke Streets, Port of Spain \*Trinidad South District Court: Court Street, San Fernando \*Tobago District Court: Bacolet Street, Scarborough \*Children Court North: 6, Elizabeth St, St. Clair, Port of Spain \*Children Court South: Corner and Delhi and Fyzabad Main Rd \*Children Court Tobago: Bacolet Street, Scarborough.



*Public Health [2019 Novel Coronavirus (2019-nCoV)]  
(No. 31) Regulations, 2020*

SCHEDULE 1—FORM B



REPUBLIC OF TRINIDAD AND TOBAGO

PUBLIC HEALTH ORDINANCE CHAPTER 12 No. 4

**NOTICE OF APPEAL OF FIXED PENALTY NOTICE**

*[Pursuant to section 105A (6)]*

TAKE NOTICE that the applicant (being the person to whom the Fixed Penalty Notice was issued/being an interested party/parent/guardian/person with the responsibility for the child) hereby appeals to the Magistrate/Children Court Master against the decision of the Constable who issued the Fixed Penalty Notice.

Signed:

Name:

Date:

TICKET NO.: PH		TICKET PAYMENT RECEIPT NO.:	
DATE AND TIME	dd/mm/yyyy	20	a.m./p.m.
LOCATION			
VIOLATION:	<input type="checkbox"/> Failure to wear mask* in public	<input type="checkbox"/> Failure to wear mask* in a vehicle	<input type="checkbox"/> Failure to wear mask* in a vessel
	<input type="checkbox"/> Failure to ensure child wears mask* in public	<input type="checkbox"/> Failure to ensure child wears mask* in a vehicle	<input type="checkbox"/> Failure to ensure child wears mask* in a vessel
<b>APPLICANT INFORMATION:</b>			
Name			
Sex <input type="checkbox"/> male <input type="checkbox"/> female			
Date of Birth dd/mm/yyyy			
Address (Line 1)			
(Line 2)			
(Line 3)			
(Line 4)			
Phone number(s)			
Email			
ID: DP/PP/ID card			
ID: other			
Number of previous violations <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> More than 3			
<b>IF UNDER 18/PERSON WITH DISABILITY, PARENT/GUARDIAN/PERSON WITH RESPONSIBILITY:</b>			
Name of Responsible Adult			
Address			
Phone number (s)			
Email			
ID of Adult DP/PP/ID			
I, affirm that the personal information I have provided is accurate.			
Signed:			
<b>POLICE INFORMATION:</b>			
Name			
Rank and Number			

\* In this form "mask" means face mask, face shield or face covering.

[over]



**\*\*Reason(s) for Appealing the Fixed Penalty Notice**

I/[other named person]/[child] was unable to [put on]/[wear] a mask/face shield/face covering] for one or more of the reasons set out below.

- ☐ Due to a medical, physical or mental illness or impairment, or disability which inhibits my/his/her ability to wear a face mask, face shield or face covering.
- ☐ I/he/she was travelling with/providing assistance to, a person who relies on lip reading to communicate with me/him/her.
- ☐ I removed my face mask, face shield or face covering/he/she/removed his/her face mask, face shield or face covering to avoid harm or injury/or avoid the risk of harm or injury, to me/himself/herself/others.
- ☐ I/he/she was travelling to avoid injury/to escape a risk of harm, and I/he/she did not have a face mask, face shield or face covering with me/him/her at the time.
- ☐ I/he/she removed my/his/her mask, face shield or face covering to eat/drink.
- ☐ I removed my/his/her face mask, face shield or face covering to take medication.
- ☐ I/he/she removed my face mask, face shield or face covering temporarily for security and identification purposes as this was necessary for the purpose of receiving services.
- ☐ Other circumstances provided for in guidelines issued by the Ministry of Health.

**\*\*Select all reasons relevant to your application**

Please set out brief particulars for your record(s) for appeal in the area provided below.

Evidence in support of application:



## SCHEDULE 2

Regulation 6 and 7

No	Offence	Enactment	Fixed Penalty
1	Failure to wear a mask in vehicle or vessel	Regulation 6	\$1000.00
2	Failure to ensure child wears a mask in vehicle or vessel	Regulation 6	\$1000.00
3	Failure to wear a mask in public	Regulation 7	\$1000.00
4	Failure to ensure a child wears a mask in public	Regulation 7	\$1000.00



SCHEDULE 3

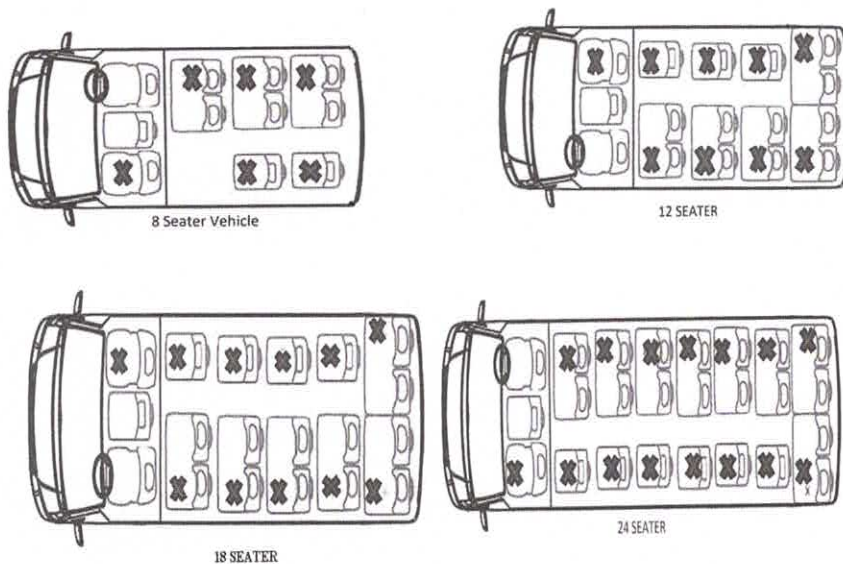
Regulation 8

Public transportation vehicles may be allowed to transport only as many passengers as can be afforded window-seating, in accordance with the size and make of the vehicle.

This guideline therefore would preclude the occupation of any middle-seat spaces in any vehicle with seating extending across the width of the passenger cabin.

In all instances, passengers are to be required to wear face-coverings (preferably masks) for the duration of their journey; and windows are to be kept fully opened, as far as practicable, to allow for optimal circulation of air through the vehicle.

The following diagrams set out the seating requirements for maxi taxis with **X** indicating where passengers are to be seated:



Made this 8th day of November, 2020.

T. DEYALSINGH  
*Minister of Health*



Government of the Republic of Trinidad and Tobago  
Ministry of Health

# THE **NEW** NORMAL

The Conduct of  
Annual General Meetings  
in Trinidad and Tobago

Version 1  
July 2020

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# Acknowledgements

The Ministry of Health would like to acknowledge the contributions of the following officers for the information and research compiled for these Guidelines:

1. Dr. Roshan Parasram, Chief Medical Officer;
2. Mr. Lawrence Jaisingh, Director, Health Policy, Research and Planning;
3. Ms. Cindi Siewdass, Research Officer II, Directorate, Health Policy, Research and Planning;  
and
4. Ms. Jenise Tyson, Monitoring and Evaluation Officer, Directorate, Health Policy, Research and Planning.

# 1. Background

Pandemic outbreaks such as COVID-19 have the potential to destabilize and disrupt health systems and may have a profound effect on all aspects of a country's economy and the mental and physical health of the population.

On March 11<sup>th</sup>, 2020, the World Health Organisation (WHO) declared COVID-19 to be a Pandemic and as at July 16<sup>th</sup>, 2020, there were 13,378,853 confirmed cases with 580,045 deaths across 213 countries (WHO Situational Report No. 178).

In Trinidad and Tobago, the first case of COVID-19 was confirmed on March 12<sup>th</sup>, 2020 and as at July 16<sup>th</sup> 2020, there were one hundred and thirty-three (133) positive cases and eight (8) deaths, with over five thousand and eight hundred (5,800) tests conducted. The key objectives of these protocols are to educate, engage and empower people to change their behaviour to ensure the transmission of COVID-19 is adequately controlled. All persons should be educated, engaged and empowered to adjust to the “new normal” utilizing the following protocols:

- Wear masks when you go out in public;
- Keep your distance from others (6ft);
- Stay home if you are ill;
- Wash your hands often with soap and water or use an alcohol based sanitizer;
- Cough into a tissue or into the crook of your elbow;
- Avoid touching your face; and
- Clean then sanitize surfaces (e.g. table tops, door knobs and cell phones).

The Guidelines for the conduct of Annual General Meetings (AGMs) in Trinidad and Tobago were sourced from the Centers for Disease Control and Prevention (CDC) and the key source document is derived from the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>.

## 2. Objective of these Guidelines

To provide Guidelines to minimize the risk, spread and interrupt the transmission of COVID-19 during the conduct of Annual General Meetings in Trinidad and Tobago.

## 3. Legal and Policy Framework

On January 31<sup>st</sup> 2020, the proclamation of COVID-19 as a dangerous infectious disease under the Public Health Ordinance, Chap. 12 No. 4, triggered the special provisions under the Ordinance and the Quarantine Act Chapter 28:05 that are pertinent to the curtailment and management of infectious diseases such as notification, special inspections and offences (Legal Notices Nos. 34 and 35 and excerpt from the Quarantine Act 7(1), appended). Also, the adherence to the 2004 Occupational Safety and Health Act, Chap. 88:88<sup>1</sup>.

## 4. The Guidelines for the Conduct of AGMs

The Guidelines apply to the conduct of AGMs in Trinidad and Tobago. It is the responsibility of the Corporate Secretary of the Company to disseminate these Guidelines to its members. All staff members are to be trained, virtually, or in-person on the use of the following Guidelines:

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<sup>1</sup> [https://rgd.legalaffairs.gov.tt/laws2/alphabetical\\_list/lawspdfs/88.08.pdf](https://rgd.legalaffairs.gov.tt/laws2/alphabetical_list/lawspdfs/88.08.pdf)



### 4.1.1 Facility Management

1. Signage outlining the new regulations (physical distancing, the use of face masks, hand sanitization, cough etiquette) are to be posted at highly visible locations within and outside of the AGM meeting room/s;

2. Establish a housekeeping schedule to incorporate routine cleaning and sanitisation with regular, frequent, and periodic cleaning of equipment, seating areas (tables, stools, chairs and counter tops), restrooms and shared items;

**Emphasize high-frequency, cleaning (2/2)**



3. Ensure cleaning and sanitisation before and after the AGM. Surfaces should be cleaned frequently where appropriate (e.g. bathrooms);

4. Ensure that high-touch surfaces such as door knobs, tables, stools, chairs and restrooms are properly disinfected on a frequent or periodic basis, using a bleach solution of 5 tablespoons (1/3 cup) per gallon of water (US 3.8L) or 4 teaspoons bleach per quart of water or 70% alcohol solutions or other EPA-approved disinfectant;

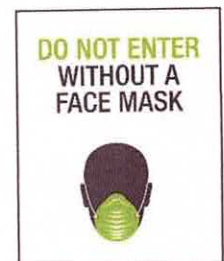


5. Entry and exit points must be equipped with hand sanitization apparatus (60% alcohol based hand sanitizer or sinks with soap and water);
6. Where possible, set-up hand sanitizer dispensers at various locations throughout the area/s where the AGM is being conducted;

7. Ensure that cleaning or disinfecting product residues are not left on table surfaces, as residues could cause allergic reactions or cause someone to ingest the chemicals;
8. Ensure proper ventilation throughout the facility and/or rooms used for the AGM. Where possible, the use of air-conditioning should be minimised and outdoor air should be introduced by opening windows and doors;
9. Where possible, ensure disposable disinfectant wipes are available at all locations for use;
10. Garbage cans should be strategically placed at multiple locations throughout the AGM meeting to allow persons to dispose of gloves, tissues or disinfecting wipes; and
11. Ensure safety briefings are conducted at the beginning of each service for compliance on new normal measures such as wearing of masks, washing/sanitizing hands, maintaining physical distancing, location of wash/restrooms areas, entrance and exits.

#### 4.1.2 Personal Hygiene

1. Post visual alerts (e.g., signs, posters) at the entrance and in strategic locations e.g., inside and outside of meeting room/s and restrooms to provide instructions (in appropriate languages) about hand hygiene, respiratory hygiene and cough etiquette. Instructions should include wearing a cloth face covering or facemask and face shields for source control, and how and when to perform hand hygiene;
2. Endorse and encourage proper mask/face shield etiquette when entering and exiting the AGM meeting room/s;



3. Provide an adequate supply of 60% alcohol-based hand sanitizer or hand washing facilities/stations (fixed or portable), soap and running water; paper towels and tissue for use **before entry**. It would be ideal to have easy open-close taps or pedal actuated/hands free taps;

4. Endorse and encourage proper cough and sneeze etiquette within the AGM meeting room/s either with a tissue or using the inside of their elbow;



5. Encourage all persons to frequently wash hands and or sanitize hands while in the AGM meeting room/s. The use of touch-free technology for sinks, bathroom fixtures is encouraged. Elbow taps may also be utilized;



6. Anyone who is ill or exhibits any of the following symptoms (fever, chills, cough, shortness of breath, muscle pain, headache, sore-throat, or recent loss of taste or smell) should not be allowed to enter the establishment; and
7. Anyone with a potential exposure to someone exhibiting any of the above symptoms or confirmed case of COVID-19 should not attend the AGM until the period of quarantine ends (to be certified by County Medical Officer of Health).



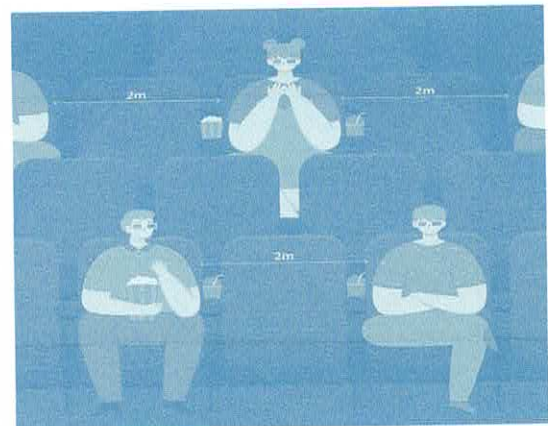
### 4.1.3 Staff and AGM Members

1. Encourage staff and members who are ill or who have had recent contact with a person with COVID-19 to stay at home. Develop policies that encourage this to remove employees fear of reprisal;
2. Staff and members who are ill or exhibiting symptoms of COVID-19 should not be allowed entry;
3. All persons are required to wear a face covering mask/face shield during the AGM;
4. All persons should undergo screening with a contactless thermometer for fever and symptoms consistent with COVID-19;
5. If a person has a temperature  $< 37.5^{\circ}\text{C}$  and otherwise without symptoms consistent with COVID-19, then he/she is allowed to enter;
6. If a person has a temperature  $> 37.5^{\circ}\text{C}$  with fever or strongly associated symptoms consistent with COVID-19, then he/she is not allowed into the premises;
7. Notify local health officials or call the health hotline [800-WELL or 877-WELL (9355)] if a person becomes ill at the AGM meeting;
8. Identify an area to separate anyone who exhibits flu-like symptoms during the AGM;
9. Close off area/s used by the ill person and immediately clean and sanitize for use thereafter; and
10. Where possible, establish procedures for safely transporting anyone who becomes ill during the AGM to the nearest health facility.



#### 4.1.4 Physical Distancing

1. Provide physical guides, such as tape on floors and signage, to ensure that individuals remain at least 6 feet apart;
2. Modify layout of the meeting room/s to ensure staff and members remain 6 feet apart;
3. Establish a seamless entry and exit process that minimises the risk of infection through minimal interaction among all persons when entering and exiting the meeting room/s; and
4. Ensure that program schedules are organised to prevent crowding and congregating in large numbers as per Public Health Regulations.
5. Seating arrangements within the AGM room/s should be modified to allow physical distancing of six (6) feet apart between families/groups of members on either side and by skipping rows; and



6. Attendance shall be calculated for each building based on a measurement of 36 square feet per person. For instance,

- 1,000sqft = 27/25 persons;
- 2,500sqft = 69/60 persons;
- 4,000sqft = 111/100 persons;
- 7,500sqft = 208/200 persons;
- 10,000sqft = 278/250 persons;
- 15,000sqft= 416/400 persons;
- 20,000sqft= 555/520 persons; and
- 25,000sqft= 694/650 persons;

7. Ushers shall be used to monitor and maintain physical distancing.

#### 4.1.5 Operations at the AGM

1. Prior to entering the AGM meeting room/s, all persons are required to wash their hands with soap and running water or sanitize their hands at stations (fixed or portable);
2. All persons are required to wear a face covering mask/face shield during the proceedings; and
3. Ensure safety briefings are conducted at the beginning of the AGM for compliance on new normal measures such as wearing of masks; washing/sanitizing hands, maintaining physical distancing, location of wash/restrooms areas, entrance and exits.

#### 4.1.6 Responsibility of Chairman/Secretary of the AGM

1. Establish a seamless process and layout that minimises the risk of infection through minimal interaction among all persons when entering and exiting the AGM meeting room/s;
2. Promote healthy hygiene practices at all AGM meeting room/s utilised including the wearing of masks and/or face shields;
3. Intensify cleaning, sanitation, disinfection and ventilation of the AGM meeting room/s utilised;
4. Encourage physical distancing and enhance spacing of persons to be at least 6 feet apart;
5. Train all employees and disseminate these Guidelines to all members for ease of understanding and practice during the meeting;
6. Develop and maintain procedures to check for signs and symptoms of illnesses of all employees and members of the AGM;
7. Provide proper signage for all persons (e.g. physical distancing, sanitizer/ hand washing station location and mask wearing/ face shield signs, cough etiquette, avoid touching your face); and
8. Institute measures to manage the number of persons within each meeting room at any given point in time.



#### 4.1.7 Responsibility of the AGM Member

Strictly adhere to these Guidelines prior to use, during use and upon exit from the AGM area/s utilised for the meeting including:

- hand washing and/or sanitizing prior, during and upon exiting the AGM;
- use personal mask and or/ face shield during the AGM;
- maintain physical distancing of 6 feet prior to and during the AGM; and
- do not attend if ill or if family members exhibit any flu-like illness.

### 5. Implementation of the Guidelines

The Office of the Chief Medical Officer will officially communicate to the Chambers of Commerce and Industry the Guidelines for the conduct of AGMs. Subsequently, the Chairman of the Company will then disseminate these Guidelines to its employees and members to ensure effective implementation and compliance. Thereafter, continuous assessment and reporting on the adherence of these Guidelines should be implemented to ensure strict compliance.

### 6. Monitoring and Evaluation

The County Medical Officers of Health and the Public Health Inspectors will provide continuous assessment and reporting to the Chief Medical Officer on the implementation of these Guidelines, through continuous site visits and inspection of the AGMs to ensure the strict adherence to the Guidelines in order to reduce the threat and mitigate the risk of spread of COVID-19.



## 7. References

Centers for Disease Control and Prevention, July 7<sup>th</sup>, 2020, Considerations for Events and Gathering

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>.

## 8. Appendices

### 8.1.1 Legal Notice No. 34 (Corrigendum)

*Legal Supplement Part B—Vol. 59, No. 53—22nd April, 2020*

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LEGAL NOTICE No. 79

REPUBLIC OF TRINIDAD AND TOBAGO

THE PUBLIC HEALTH ORDINANCE, CH. 12 No. 4

CORRIGENDUM

*(In respect of Legal Notice No. 34 of 2020)*

PROCLAMATION DECLARING THE 2019 NOVEL CORONAVIRUS  
(2019-nCoV) TO BE A DANGEROUS INFECTIOUS DISEASE

IN Legal Notice No. 34 of 2020 published on 31st January, 2020, delete  
the word "100" and substitute the word "103".

PRINTED BY THE GOVERNMENT PRINTER, CARONI  
REPUBLIC OF TRINIDAD AND TOBAGO—2020

## 8.1.2 Legal Notice No. 34

*Legal Supplement Part B—Vol. 59, No. 11—31st January, 2020*

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LEGAL NOTICE NO. 34

REPUBLIC OF TRINIDAD AND TOBAGO

No. 17 of 2020.

By Her Excellency **PAULA-MAE WEEKES**, O.R.T.T.,  
President of the Republic of Trinidad and Tobago  
and Commander-in-Chief of the Armed Forces.

[L.S.]

PAULA-MAE WEEKES  
*President*

### A PROCLAMATION

WHEREAS it is provided by section 100 of the Public Health Ordinance, Ch. 12 No. 4, that the Governor may, by proclamation, declare any disease to be an infectious disease or a dangerous infectious disease:

And whereas it is provided by section 3(1) of the Existing Laws (Amendment) Order, No. 8 of 1962, that any reference in any existing law to the Governor shall be read and construed as a reference to the Governor-General:

And whereas it is also provided by section 5(5)(b) of the Constitution of the Republic of Trinidad and Tobago Act, Chap. 1:01, that any reference to the Governor-General shall be read and construed as if it were a reference to the President:

And whereas Trinidad and Tobago has been advised recently by the World Health Organization of the existence of the 2019 Novel Coronavirus (2019-nCoV), a highly infectious and dangerous disease which is currently occurring in various locations around the world:

And whereas the Minister of Health believes that due to the speed and ease of international travel, Trinidad and Tobago can ultimately expect the arrival of the 2019 Novel Coronavirus (2019-nCoV) and the devastating effect on its public health:



Now, therefore, I, **PAULA-MAE WEEKES**, President as aforesaid, do hereby declare the 2019 Novel Coronavirus (2019-nCoV) to be a dangerous infectious disease.

Given under my Hand and the Seal of  
the President of the Republic of  
Trinidad and Tobago, at the Office of  
the President, St. Ann's, this 31st day of  
January, 2020.

### 8.1.3 Legal Notice No. 35

LEGAL NOTICE NO. 35

REPUBLIC OF TRINIDAD AND TOBAGO

QUARANTINE ACT, CHAP. 28:05

#### ORDER

MADE BY THE CHIEF MEDICAL OFFICER UNDER SECTION 6(1) OF THE  
QUARANTINE ACT

THE QUARANTINE [2019 NOVEL CORONAVIRUS (2019-nCoV)  
DISEASE] ORDER, 2020

1. This Order may be cited as the Quarantine [2019 Novel Citation  
Coronavirus (2019-nCoV) Disease] Order, 2020.

2. In this Order, "Health Officer" has the same meaning assigned  
to it in regulation 2 of the Quarantine (Maritime) Regulations.

Interpretation  
No. 19 of 1944

3. For the purpose of the prevention of the spread of the 2019 Novel  
Coronavirus (2019-nCoV) Disease ("NCV"), the Health Officer may take  
the following special measures:

Special  
measure

- (a) where an infection, which may be NCV, has occurred on board a ship during a period of six weeks immediately preceding its arrival at a port of Trinidad and Tobago, the surveillance of the crew and passengers who have been exposed to the infection, for a period of fourteen days from the last day of possible exposure to the infection; or
- (b) where an infection, which may be NCV, has occurred on board an aircraft at any time immediately preceding its arrival at an aerodrome in Trinidad and Tobago, the surveillance of the crew and passengers who have been exposed to the infection, for a period of fourteen days from the last day of possible exposure to the infection.

Dated this 31st day of January, 2020.

R. PARASRAM  
*Chief Medical Officer*

## 8.1.4 Quarantine Act Chap. 28:05 7 (1) to (3)

Minister. In approving any rules, the Minister may make any amendments thereto which he thinks desirable.

6. (1) When in the opinion of the Quarantine Authority an emergency exists, the Quarantine Authority may by Order direct special measures to be taken during the continuance of that emergency for any of the purposes specified in sections 4 and 5, and any such Order shall have effect notwithstanding anything to the contrary in any regulations or rules in force by virtue of those sections. Power to make Orders in emergency.

(2) An Order made under subsection (1) may be varied or rescinded by Order of the Minister.

7. (1) Any person who—

- (a) refuses to answer or knowingly gives an untrue answer to any inquiry made under the authority of this Act, or intentionally withholds any information reasonably required of him by an officer or other person acting under the authority of this Act, or knowingly furnishes to any such officer or other person any information which is false;
- (b) refuses or wilfully omits to do any act which he is required to do by this Act, or refuses or wilfully omits to carry out any lawful order, instruction or condition made, given or imposed by any officer or other person acting under the authority of this Act; or
- (c) assaults, resists, wilfully obstructs or intimidates any officer or other person acting under the authority of this Act, or offers or gives a bribe to any officer or person in connection with his powers or duties under this Act, or being such officer or person, demands, solicits or takes a bribe in connection with his powers or duties under this Act, or otherwise obstructs the execution of this Act.

Offences and penalties.



is liable on conviction to a fine of six thousand dollars and to imprisonment for six months.

(2) Any person who is guilty of any other offence against this Act is liable on conviction to a fine of six thousand dollars and to imprisonment for six months.

Ch. 4:20.                      (3) All offences against this Act may be prosecuted summarily under the Summary Courts Act.

Rewards to informers.                      **8.** The Minister may direct that any part of any fine recovered in respect of any offence against this Act shall be paid to any person who has given information leading to the conviction of the offender.

Recovery of expenses and charges.                      **9.** (1) All expenses and charges payable to the Quarantine Authority under this Act may be sued for and recovered by him before any Court of competent jurisdiction, and a certificate purporting to be under the hand of the Quarantine Authority to the effect that the expenses or charges sued for are due and payable shall be received in evidence and shall be sufficient evidence of the facts therein stated unless the contrary be shown.

(2) Any sum received or recovered by the Quarantine Authority in payment of expenses or charges payable to him under this Act shall be paid into public funds.

Duty and power of the Police.                      **10.** (1) Every member of the Police Service shall enforce (using force if necessary) compliance with this Act and with any order, instruction or condition lawfully made, given or imposed by any officer or other person under the authority of this Act; and for such purpose any member of the Police Service may board any ship or aircraft and may enter any premises without a warrant.

(2) Any member of the Police Service may arrest without a warrant any person whom he has reasonable cause to believe to have committed any offence against this Act.

(3) In this section the expression "member of the Police Service" includes a member of any police organisation constituted by law who has the general powers of a member of the Police Service.