



## TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

### NOTICE OF RE-OPENING

The Trinidad and Tobago Securities and Exchange Commission (“the Commission”) announces that on **Monday 8<sup>th</sup> June, 2020**, its Office located at Tower D, Wrightson Road, Port of Spain, will be re-opened to the public. Regular office hours will be maintained i.e. **Monday to Friday, 8:00am to 4:00pm.**

To reduce the risk of exposure to the coronavirus, which remains a pandemic; new health and safety protocols have been implemented, in the interest of Staff and Visitors.

The following procedures are informed by the Ministry of Health’s, **Guidelines for Businesses/Facilities/Institutions, Re-opening after lifting of Restrictions, Post COVID-19**, Version 2; and the Commission’s COVID-19 Infectious Disease Plan and Health and Safety Guidelines.

#### Procedure for Entry into Building and Floors

- Upon entering the Towers, all persons must sanitise their hands. Hand sanitisers are located at the Baggage Scanner near the Entrance Doors;
- All persons entering the Tower **MUST** wear facemasks. Persons refusing to comply with this request will be denied access into the building;
- A maximum of four (4) persons will be allowed inside the elevators at any point in time;
- At **ALL** times, persons must maintain the recommended social distancing protocols and keep a minimum of six (6) ft. away from each other;
- All visitors and Staff **MUST** wear a mask and **MUST** sanitise their hands before entering either floor of the Commission’s office. Persons without facemasks will not be allowed entry;
- All visitors will be directed to report to the main Reception area on Level 23, for administration of the COVID-19 temperature screening and questionnaire, before being allowed entry into the Commission’s office;
- The COVID-19 Questionnaire may be emailed to visitors for completion prior to their arrival or administered by Security upon arrival;
- Persons that have any symptoms related to the virus including fever, dry cough, sore throat or respiratory issues will not be allowed entry;
- Temperature screening will be conducted by duly authorised personnel and shall ensure that persons with a fever (37.3°C or more) are restricted from entry onto the floor.

## **Delivery of Mail**

- A labelled mail drop-off box will continue to be used for delivery of mail. The box will be placed in the elevator lobby at the entrance of Level 23 on a daily basis. All delivery personnel will be required to drop-off packages into this box;
- Security will sign for receipt of mail, if required;
- Stamping and signing of incoming mail/packages by Records Management remain suspended until further notice.

The aforementioned measures have been put in place to protect your health and to mitigate against the spread of the COVID-19 virus, for which a vaccine has not yet been developed.

We thank you for your continued co-operation during this particular time.

### **Contact us:**

**Levels 22-23, Tower D, International Waterfront Centre, 1 Wrightson Road, P.O.S**

**Phone – (868) 624 2991; 223-2991. Email – [ttsec@ttsec.org.tt](mailto:ttsec@ttsec.org.tt)**

**To lodge a complaint – <https://www.ttsec.org.tt/about-us/investor-complaints/>**

**Dated: June 5<sup>th</sup> 2020**