



# **INDUSTRIAL COURT OF TRINIDAD AND TOBAGO**

## **PRESIDENT'S CHAMBERS**

**Cor. Queen & St. Vincent Streets, Port of Spain, Trinidad & Tobago**

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28<sup>th</sup> May, 2020

Dear Stakeholder,

I hope this letter finds you and your family in good health.

Our country and indeed the entire world have been through a lot over the past few months and we are all looking forward, as much as possible, to the resumption of our normal habits and routines. Here at the Industrial Court, we are preparing for the resumption and the continued operation of the Court.

While many things have changed and will continue to change going forward, one thing which remains constant is our commitment to your safety when you visit our buildings. Health and Safety and infection control will continue to be a top priority for us at the Court. You will therefore observe changes when you visit the Court in the near future, and I look forward to your continued support as we strive to implement some new measures in the way we conduct business.

My hope is that all Filings, open Court Hearings, Case Management and Conciliation Hearings will continue to be conducted in a safe and comfortable environment. To this end, you will be required to wear a mask to enter the Port of Spain and San Fernando buildings. Upon entry, the Court's personnel will conduct temperature tests, **please note**, that the Industrial Court reserves the right to deny entry to persons who exhibit flu-like symptoms, such as elevated temperatures.

You will be required to use the hand sanitizer which is provided when you enter the buildings, and you may find that in different areas of the buildings there are other hand sanitizer stations. The witness rooms have been recently re-painted and re-outfitted, please note however, that there will no longer be magazines, newspapers, etc. in these rooms since these items are difficult to disinfect.

According to the local health authorities, social distancing is key to reducing and mitigating the chance of contracting the COVID-19 virus. The Court will be introducing social distancing guidelines and protocols in accordance with the directives of the health authorities of Trinidad and Tobago. Please be assured that these guidelines and protocols will be reinforced and explained to you upon each visit to the Court.

I urge that you, the stakeholder, restrict the number of attendees to Court Hearings to **only** the parties directly involved in these hearings. Kindly guide your witnesses to the Witness Rooms before the commencement of a Hearing and they are required to remain in these Rooms until they are requested to give evidence.

I wish to assure you that the sanitation of the Court buildings is among my top priorities. All rooms such as the Court Rooms, Case Management Rooms, Conciliation Rooms, Witness Rooms and washrooms have been thoroughly sanitized and they will continue to be sanitized several times each day when Court resumes its sessions.

Further, the Industrial Court continues to provide an environment which is safe by ensuring that:-

1. All door knobs, door handles and elevators are cleaned and sanitized on a regular basis throughout each day.
2. All counters, chairs, tables, court rooms, witness rooms and washrooms are cleaned and sanitized frequently throughout the day.
3. Since March, 16<sup>th</sup> 2020, the Court's security has sole control of the entrances and the exits of the Court buildings. As a result, the Court's security will open and close all the doors to the entrances and the exits to prevent the staff and the public from having any contact with door knobs or door handles.

On March 17, 2020, **DROP BOXES** have been placed at the Court's entrances. These drop boxes are to be used by all litigants to submit Evidence and Arguments, Witness Statements, Correspondence and other documents. Documents from the drop boxes are collected and processed and Parties can collect their stamped copies approximately half an hour after the time of the initial deposit in the drop boxes. **Filing will no longer be permitted at the counter of the Registry.**

The Judges, Management, and Staff of the Industrial Court look forward to seeing you soon, as we continue to provide service in a safe environment. Please note that the Court will issue a Practice Direction in the near future which will provide detailed guidelines of the Industrial Court's protocols for its resumption.

Should you have any queries and concerns please feel free to contact us at: 1-868-225-4288, you can also contact us via our website at [www.industrialcourt.org.tt](http://www.industrialcourt.org.tt).

Thank you, please be safe.



Deborah Thomas-Felix  
President