



MEDIA RELEASE

Monday, March 23rd 2020

COVID-19: Ministry of Labour and Small Enterprise Development (MOLSED) urges the Public to use its Online Resources

Prime Minister, Dr. the Honourable, Keith Christopher Rowley M.P. at the Post Cabinet briefing held on Wednesday, 18th March 2020, stated that gatherings should be limited to ten (10) persons or less in an effort to limit the spread of the COVID-19 virus.

In this regard, the Ministry of Labour and Small Enterprise Development (MOLSED) wishes to advise members of the public not to visit its offices at this time but instead, utilize the Ministry's website at www.molsed.gov.tt to access information about services on Labour and Employee/Employer Matters, Maternity and Minimum Wage, the On-the-Job Training Programme, Friendly Societies, Co-operatives, Trade Unions, National Employment Services and the Farm Programme.

Persons can also call or email the respective Service Divisions/Units as follows:



	Divisions	Contact Information
1	Conciliation Advisory and Advocacy - Port of Spain	299-0300 Option 1 Email: conciliation.mol@gov.tt
2	Conciliation Advisory and Advocacy - Chaguanas	665-8869
3	Labour Inspectorate, Port-of-Spain	299-0300 Option 3 or ext. 2060, 2061, 2052, 2053, 2054, 2059 Email: labour.inspector@gov.tt
4	<u>Manpower Unit, Port of Spain:</u> <ul style="list-style-type: none"> • National Employment Service • Work Permit Support • Farm Programme 	299-0300 Option 2 Email: nes.portofspain@gov.tt
5	National Employment Service, Chaguanas	665-6658 672-7706 Email: nes.chaguanas@gov.tt
6	On-the-Job Training Programme Division	671-3457 671-4447 671-7822 800-4OJT(4658)



		Email: ojthelpdesk@ojt.gov.tt
7	Co-operative Development Division, Tunapuna	645-6543 662-1086 663-2352 645-8261 645-8695
8	Co-operative Development Division, Chaguanas	671-1917 672-7706
9	Friendly Societies, Port of Spain	299-0300 Option 4
10	Friendly Societies, San Fernando	652-1354 (Monday, Wednesday, Friday)
12	Trade Union Division	299-0300 exts. 2002, 2003
13	HIV Workplace Advocacy Unit	299-0300 ext. 2010

This is applicable to all Divisions/Units of MOLSED listed above.

ONLY persons who absolutely need to do business will be facilitated. These are as follows:

Friendly Societies

- Payment of rental fees by De-registered Societies.



- Submission of Annual Return Statements from Registered Societies.

Co-operative Development Division

- Submissions on behalf of clients by attorneys for matters before the Commissioner for Co-operatives.

Trade Union Division

- Submission of Audited Financial Statements by Trade Unions.
- Submission of Annual Return Statements by Trade Unions.

On the Job Training Programme (OJTP)

Training Providers are advised that all On the Job Trainees (OJTs) who are assigned to their respective organisations must be included in any revised protocols or work flows which have been implemented in light of COVID-19. Trainees are asked to follow work guidelines set out by their respective employers at this time.

Additionally, Training Providers and Trainees are advised that timesheet submissions are suspended for the month of March 2020. However, all original timesheets MUST be secured for subsequent submission to the OJT Division.



Training Providers are to ensure that timesheets are stamped and signed for the period 1st-31st March 2020 and are available for submission upon request.

All NEW Applications to the On the Job Training Programme are suspended until further notice.

Training Providers who may need further clarification on Workplace Guidelines on the Closure of Schools or Workplace Measures in light of the COVID-19 Pandemic are encouraged to contact the MOLSED's Conciliation and Advisory Division via email at conciliation.mol@gov.tt

Manpower Division

- Any document to be submitted relative to Employment, Work Permits and Farm Programme, can be done via drop boxes at the Unit. Members of the public who have queries should contact the offices via telephone listed in the table.

Members of the public can also visit the Ministry's Social Media Pages: Facebook, Twitter, Instagram, LinkedIn for updates and more on MOLSED services.

For additional information, please contact the Corporate Communications Unit at communicationsmolsmed@gov.tt or 625-8478 Exts. 1203, 1509 or 1208.

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