



POLICY FOR ENTERING DEMERARA ASSOCIATES BUILDINGS

DURING THE COVID-19 PANDEMIC

All staff members are being advised that Demerara Associates is introducing a Policy for entering its buildings during the COVID-19 pandemic (**see below**). Please pay careful attention and be guided accordingly.

Introduction

Since the emergence of COVID-19 early in 2020, Demerara Associates has responded in several ways to safeguard the health and safety of its employees. Among the measures taken to discharge its duty of care, Demerara Associates arranged for the majority of its staff to work from home, contracted counselling services in recognition of the impact of the pandemic on mental well-being, and once borders reopened to travel, developed a Travel Protocol.

Once vaccines became available, Demerara Associates facilitated its staff members who wished to be vaccinated.

The rise of variants, particularly the Delta variant, is fueling the rapidly increasing number of COVID-19 infections globally, regionally and locally, putting intense pressure on health systems which are becoming overwhelmed. This has resulted in governments, businesses and institutions implementing additional public health requirements in a concerted effort to slow the spread of the virus.

Demerara Associates has a duty of care to provide a healthy and safe working environment. It is, therefore, adopting this additional policy to safeguard the health of its members of staff.

Scope

This Policy is applicable to all Demerara Associates' employees, contractors, visitors and other persons wishing to enter buildings in which Demerara Associates staff members are employed.

1. Interpretation

In this Policy –

“Demerara Associate Buildings” mean the buildings used for the purposes of enabling members of staff of Demerara Associates to carry out their duties and responsibilities.

2. Entering Caribbean Community Secretariat Buildings

In keeping with the responsibility of the Chief Executive Officer to, as far as is practicable, institute measures to safeguard the health, safety and welfare of the members of staff of Demerara Associates, the following directions are issued:

- a) **As of October 1, 2021**, all employees and other persons wishing to enter the Caribbean Community Secretariat buildings are required to produce a COVID-19 vaccination certificate, or a negative molecular biological PCR test no older than seven days.
- b) Employees may make a one-time submission of their COVID-19 vaccination certificate to Human Resource Management;
- c) The Caribbean Community is not responsible for the costs of masks or molecular biological PCR tests.

All persons entering and moving about Demerara Associates facilities will continue to be required to wear a mask and use the sanitisation supplies provided. Demerara Associates will also ensure that the enhanced cleaning of its facilities continues. In keeping with international guidelines and protocols for physical distancing, whenever in-person meetings are being convened, participants will continue to be required to sit six (6) feet apart and staff are asked to adhere to this physical distancing protocol in their daily interactions in the common areas of Demerara Associates.

Kindly be guided accordingly.

Rawl Prescott
Chief Executive Officer
1 SEPTEMBER 2021