


Copyright Music Organisation of Trinidad and Tobago (**COTT**) wishes to advise its members of the following Covid-19 protocols which will be in effect at COTT's 31st Annual General Meeting to be held at Queen's Hall, 1-3 St Ann's Rd, St Ann's, Port of Spain on Friday 28th August 2020 at 4:00pm.

Access and Entry to / Use of Facility

Temperature screening on entry and use of a facemask for the duration of the meeting will be mandatory.

- There will be **NO ADMITTANCE** to anyone experiencing temperatures above 37.5°C(99.5oF) or exhibiting flu-like symptoms strongly associated with COVID-19 for example: fever, chills, cough, shortness of breath, muscle pain, headache, sore-throat, or recent loss of taste or smell.
- Upon entry Members / Proxy holders must provide their name, address, phone contact and email address. This allows for contact tracing in the unexpected event of Covid-19 infection.
- Member/ Proxy holders will be ushered to assigned seats by representatives of Queens Hall (QH) / COTT. Members / Proxy holders are asked to submit to the direction QH / COTT staff for six (6) feet spaced seating in and row by row exiting of the auditorium.
- Members / Proxy Holders are asked to arrive at venue at the designated time to facilitate orderly and efficient entrance into the building.
- Persons sixty-five (65) and over, persons with disabilities and persons with pre-existing conditions for increased risks of adverse COVID-19 effects shall comply with any specially designated arrival times for priority seating.
- Members / Proxy holders are asked to comply with directions of parking attendants and remain in your vehicle until the appropriate time for entry into the auditorium.
- Member/ Proxy holders are required to adhere to physical distancing by standing at the designated markers.
- There will be **no** eating of items on the premises
- There will be **no** congregating of persons in the lobby, before during and after meeting.

 Due to the need to practice social distancing, accommodation at the venue will be restricted to a maximum capacity of 260 persons. Seating will be done on a first come first served basis.