



## CIRCULAR MEMORANDUM

FROM: Permanent Secretary to the Prime Minister  
and Head of the Public Service

TO: Permanent Secretaries and Heads of Departments

DATE: 2020 June 28<sup>th</sup>

SUBJECT: Closure of Government Offices

---

Given that Trinidad and Tobago is currently under a Tropical Storm Warning occasioned by the Potential Tropical Cyclone Two, which is now approximately 380 km East of Trinidad and heading in a Westward or North-westward motion over the next few days, the decision has been taken to close all Government Ministries, Departments and Agencies, except for those of Essential Services with effect from **12.00 p.m. today Tuesday, 28 June 2022**. The closure of offices will allow staff to attend to the safety of their homes and families in advance of any severe weather conditions that are likely to develop during the early afternoon and evening.

Permanent Secretaries and Heads of Departments are encouraged to activate mechanisms that will allow the continued delivery of public services and mission critical activities through the use of existing technology solutions.

Advisories regarding the resumption of normal working arrangements will be delivered as the situation develops.

A handwritten signature in black ink, appearing to be "M. A. L.", written over a horizontal line.

Permanent Secretary to the Prime Minister  
and Head of the Public Service