



The HEART Trust/NTA
 Corporate Offices
 6B Oxford Road
 Kingston 5,
 Jamaica W.I.
 Tel:(876)929-3410-8,
 (876)960-7635-6
 Fax:(876)929-0849
 www.heart-nta.org

*An Agency of the
 Office of the Prime Minister*

Core Values

- Partnership
- Relevance
- Innovation
- Inclusion
- Integrity and Accountability
- Customer Centricity
- Flexibility
- Equity

Chairman of the Board

Edward Gabbidon, MBA

Managing Director

Janet Dyer, Ph.D., J.P.

April 21, 2020

Good Day Trainee:

As the country continues to grapple with the effects of the COVID-19 pandemic we hope that you are staying safe and practicing social distancing. At this point, we would like to share with you some important updates related to the COVID-19 pandemic and the Institute's response.

Face to Face classes remain suspended until further notice, however our offices remain open and operate in compliance with the government's social distancing guidelines. We may not be able to respond to all calls to our offices and as such we encourage you to send your queries or comments via the Institute's E-mail, svctinfo@heart-nta.org. Efforts are being made to continue training via online platforms and your instructors have made contact with you or will do so in the next few days, to guide you on how to access training material. Moodle is the primary Online Tool that is used by the HEART/NSTA Trust, the Institute's Site can be accessed via <https://swtvet.heart-nta.org>, the tool can be accessed from your desktop computers or from mobile devices, it is recommended that you to download the Moodle App to your hand held devices rather than use the browser version. If you have not yet been registered on Moodle, please send us an email with your full name and programme so that your registration can be effected.

We realize this is less than ideal and you likely have questions. Please keep in mind that the situation is changing rapidly and decisions are being made to ensure the health and safety of everyone.

Some of you may have family or loved ones who are directly impacted by COVID-19. If so, you are likely struggling with a variety of emotions. Our Career Development Officers are available to provide 'telecounselling' and so we ask that you send your request via e-mail including your contact number and an indication of the best day and time that you can be contacted.

Finally, please keep in mind that COVID-19 can impact anyone so don't abuse persons who might be exhibiting symptoms, simply protect yourself. Be kind to each other and continue to follow stay-at-home orders, minimizing contact with others in public, and only going out when necessary as this reduces infection risk and spread.

Sincerely,

Darren Forsythe (Mr.)
REGISTRAR

Elain Holloway (Mrs.)
DIRECTOR/PRINCIPAL