

COVID-19 POLICIES AND PROCEDURES **(Updated May 4, 2020)**

The following policies and procedures should be followed by all Belfast personnel until further notice:

1. Stay home when sick- report sickness to your supervisor, liaison, and task force member. **DO NOT JEOPARDIZE YOUR COWORKERS.**
2. All required PPE is always to be worn – glasses, gloves, clean vest, pants, shirt and boots. In all possible conditions please wear your mask, especially when working within 6 feet of someone. **Face shields should be considered for all column and wall work.**
3. No single-source water dispensers are permitted at this time, please use individual water bottles and dispose of them in recycling cans.
4. Practice good personal hygiene, including regularly washing your hands.
5. Strictly follow the revised time-keeping procedures issued on 4.15.20
6. Avoid all non-essential business travel.
7. Meet with clients and project teams remotely whenever possible.
8. All in-person gatherings should be limited to small groups, no larger than 10, with a minimum distance of 6 feet between participants. This applies to, but is not limited to, stretch and flex, toolbox talks, work crews, and lunch breaks.
9. If you have prolonged contact(10 minutes or more) with anyone(inside or outside of work)who has COVID-19, do not come into work, report immediately to your supervisor, liaison and task force member for further direction. After reporting and review with task force team, you may return to work if you do not develop any symptoms and have received medical or task force team clearance to do so.
10. Anyone experiencing flu-like symptoms will be required to stay home for a minimum of 7 days, unless you obtain a note from a medical professional allowing you to return to work, or otherwise determined in accordance with current CDC guidelines.
11. If you contract COVID-19 do not come into work until 14 days after onset or 3 days after symptoms subside (without fever reducers or cough suppressant or other meds), whichever is later.
12. Please disinfect and clean all tools throughout each workday, and after each use. Sharing personal tools is no longer acceptable.
13. Keep communication and contact within your work units- designate point-person for group to group contact, as needed.
14. No more site to site transfers w/out consulting and formal written approval from C19 task force.
15. Identify one liaison- 1st AID/CPR certified trained per site-whose sole responsibility will be to monitor proximity and the implementation and execution of these policies and procedures
16. Base decisions not only on individual risk, but also risk to your coworkers.
17. Watch for and follow updated guidance as we work together to handle this evolving situation