

COVID-19 POLICIES AND PROCEDURES

(Updated March 23, 2020)

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

1. Stay home when sick
2. All required PPE is to be worn at all times- glasses, gloves, clean vest, pants, shirt and boots.
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. Wipe the finger-print entry pad before and after each use with a disinfectant wipe.
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 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 come into contact with someone who has COVID-19, do not come into work for 14 days. You may return to work if you do not develop any symptoms during the 14-day period.
10. Anyone experiencing flu-like symptoms will be required to stay home for a period of 14 days, unless you obtain a note from a medical profession allowing you to return to work, or as 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 shared tools throughout each workday, and after each use.
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. Base decisions not only on individual risk, but also risk to your coworkers.
16. Watch for and follow updated guidance as we work together to handle this evolving situation