



COVID-19 POLICIES AND PROCEDURES

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

- 1. Stay home when sick**
- 2. Practice good personal hygiene, including regularly washing your hands**
- 3. Wipe the finger-print entry pad before and after each use with a disinfectant wipe**
- 4. Avoid all non-essential business travel**
- 5. Meet with clients and project teams remotely whenever possible**
- 6. If you contract COVID-19 or come into contact with someone who has COVID-19, do not come into work for 14 days after symptoms subside**
- 7. Base decisions not only on individual risk, but also risk to your coworkers**
- 8. Watch for and follow updated guidance as we work together to handle this evolving situation**