



Central Information Technology Office

Ministry of Finance

Corner Dry Creek Mountain View Boulevard Belmopan

MY REF : CITO/GEN/12/09/20 Vol. II
FROM : Chief Information Officer, CITO
TO : Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department, All Public Officers

SUBJECT: CITO's Business Continuity Plan for COVID 19

Date: March 18th, 2020

In view of the threat of COVID-19 Virus to Belize, CITO is committed to supporting the technical requirements of Public Officers throughout the course of this pandemic. We are currently focused on our business continuity plans as we fully prepare to continue our operations during this COVID-19 outbreak.

We are meeting continuously to assess and appropriately respond to the crisis as it evolves, and to adjust our operations to maintain continuity. Our Team is currently establishing mechanisms to support remote work using tools like Microsoft Teams and virtual private networks (VPN).

The health and safety of our staff is also a priority. We have increased the frequency of cleaning our work environment and spaces and have increased the deployment of hand sanitizers in all human spaces. We have established screening mechanisms for staff and visitors and have shared contact information with our colleagues in the Ministry of Health in the event of a need for contact tracing.

Our technical team will remain active and will continue to provide support to Public Officers. A best effort will be undertaken to ensure that critical business functions continued unaffected if the need arises to close some or all offices.

A handwritten signature in blue ink, appearing to be 'Ian Smith'.

Ian Smith (Mr.)
Chief Information Officer