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15 School Lane, Suite 200, PO Box 656  
Au Sable Forks, NY 12912  
Phone: (518) 647-8198 Fax: (518) 647-5457

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To: Northline Utilities and NorPro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #1 – Coronavirus Disease (COVID-19)  
Date: March 13, 2020

## Overview

Northline Utilities has established an Emergency Operations Team to monitor the wide range of issues associated with COVID-19. This team is meeting daily to review evolving recommendations from the appropriate regulatory agencies so that they can be implemented immediately.

We are communicating with our customers, trade partners (<https://www.necanet.org/industry-priorities/safety-regulations/neca-coronavirus-resource-center>) and suppliers in order to implement all necessary precautions to protect our employees, our customers, and any visitors. Northline is committed to providing a safe place to work and maintaining the level of service to which our customers are accustomed.

Northline Utilities will continue to discuss best practices with all Project Management personnel as this dynamic situation progresses. We would ask that communications be shared with your respective project teams and field personnel.

## Strategy Guidance

This interim guidance is based on what is currently known about the COVID-19 disease. This information and guidance were obtained by the Centers of Disease Control & Prevention (CDC) and the Department of Health (DOH). As this issue progresses, we will issue additional Guidance Sheets. These sheets will be distributed company-wide, and our expectation is that these measures will be communicated and implemented. Please follow all direction given by the CDC, DOH and Local, State and Federal Agencies.

## Routine Environmental Cleaning

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use cleaning agents such as detergent or soap and water prior to disinfection. For further guidance on How to Clean and Disinfect Surfaces visit the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>  
For a list of the EPA's Registered Antimicrobial Products for Use Against Coronavirus visit: [https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list\\_03-03-2020.pdf](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf)
- All common break areas, lunch and break rooms should be cleaned multiple times throughout the workday.
- Project trailers/offices need to be cleaned daily. Those in those locations are expected to assist in daily cleaning.
- No communal food will be permitted on the project site until further notice.

Employees are reminded to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

Northline Utilities recommends Social Distancing whenever possible as an additional precaution in the protection of employees. Crews are encouraged to stagger work schedules limiting interaction among large



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groups. Also, work to limit in-person meetings and utilize technology instead. Avoid shaking hands. If meeting in-person is necessary, keep interactions short. Employees should limit all non-essential travel between worksites and offices.

### **COVID-19 Symptoms**

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of breath

Our Employees are expected to call their doctor if they:

- Develop symptoms and have been in close contact with a person known to have COVID-19 or
- Have recently traveled from an area with [widespread or ongoing community spread of COVID-19](#).

Northline Utilities will post signage that encourages sick individuals to stay home and explains proper cough and sneeze etiquette and hand hygiene at the entrance(s) to the Project Trailer and in other workplace areas where they are likely to be seen. (see attached poster)

### **Sick Employees Stay Home**

Individuals should notify their supervisor and stay home if they are sick.

Individuals who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

A health provider's note is not required for employees who are sick with acute respiratory illness to validate their illness, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. However, a doctor's note will be required for any individual to return to the Project if he/she has been diagnosed with COVID-19 or is otherwise out sick with acute respiratory illness.

### **Sending Home Sick Employees**

CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath, etc.) upon arrival to work or who become sick during the day be separated from other employees and be sent home immediately. All employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

Immediate Notice is Required to be Given if any individual on this project site has:

- Tested positive for COVID-19;
- Encountered someone known to have tested positive for COVID-19; or
- Completed a trip to a CDC-categorized Coronavirus Warning Level 3 location

This notice must be directed to Ricardo Aguilar, Emergency Operations Team Liaison Officer at [raguilar@northlinellc.com](mailto:raguilar@northlinellc.com) or by cell phone (518)-420-7078. The assigned Northline Project Manager will be notified and in turn the Project Owner, trade contractors and suppliers of the situation.

Likewise, Northline Utilities expects that its Project Owner will similarly immediately notify Northline Utilities if they are aware of individuals that meet any of the three categories above.



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Northline Utilities will then follow the CDC, World Health Organization (WHO), local state and federal health agencies' recommendations for remediation. Northline Utilities recognizes that there is a potential of shutting down a project site at the recommendation of the CDC, WHO, local, state or federal health organizations. If, after following the procedures outlined by these organizations, it is decided based upon their recommendation and in consultation with the Project Owner to close the Project or temporarily suspend operations on site. This decision will be communicated to all parties involved on the Project along with a remediation plan developed in conjunction with local health organizations.

If you have any questions regarding this interim guidance, please do not hesitate to contact a member of the Emergency Operations Team.

<b>Name</b>	<b>ICS Role</b>	<b>Office Number</b>	<b>Cell Number</b>
Jamie Atkins	Incident Commander	518-647-8198 ext. 201	518-569-8702
Lori Mayott	Public Information Officer / Incident Commander (Alt)	518-647-8198 ext. 322	518-488-8730
Rick Aguilar	Liaison Officer / Public Information Officer (Alt)	518-647-8198 ext. 324	518-420-7078
Rudy Kunz	Safety Officer / Liaison Officer (Alt)	518-647-8198 ext. 227	518-534-5866
William Straight	Business-Customer Liaison / Incident Commander (Alt)	518-647-8198 ext. 231	518-569-4140
Lee Pray	Human Resources / Safety Officer (Alt)	518-647-8198 ext. 234	518-726-6724
Brandy Rousseau	Business-Customer Liaison (Alt)	518-647-8198 ext. 236	518-423-4914



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## STOP THE SPREAD OF GERMS AT WORK



### COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

### CLEAN YOUR HANDS OFTEN.

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



### CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

### AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



### STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.

