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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 #24 – Coronavirus Disease (COVID-19)  
Date: April 8, 2020

## Dashboard

Our Northline Utilities Emergency Operations Team feels that it is important to share an overview of the Northline Family as we monitor how COVID-19 is impacting our population.

| Employees Tested for COVID-19 | Employees with a Negative Test Result | Employees with COVID-19 Test Results Pending | Employees with a Positive Test Result |
|-------------------------------|---------------------------------------|--|---------------------------------------|
| 10                            | 6                                     | 3  | 1                                     |

## Strategy Guidance

### NYS Partners with Headspace

New York State announced its partnership with the company Headspace to provide New Yorkers with free meditation and mindfulness resources. We can't underestimate the impact this public health crisis has on mental health. New Yorkers can access a collection of free guided meditations, along with at-home mindfulness exercises and additional resources to help address rising stress and anxiety. Visit [www.headspace.com/ny](http://www.headspace.com/ny).

**STAY HOME. STOP THE SPREAD. SAVE LIVES.**

Any delivery service (or individual) can print the flyer and include in deliveries to spread this crucial message. To print out and distribute the flyer in your community, visit: <https://www.ny.gov/coronavirus-community-handout>.

### New Weekly COVID-19 Surveillance Report

COVIDView is a weekly surveillance summary of U.S. COVID-19 activity. The report summarizes and interprets key indicators including information related to COVID-19 outpatient visits, emergency department visits, hospitalizations and deaths, as well as laboratory data.

<https://www.cdc.gov/coronavirus/2019-ncov/covid-data/covidview.html>





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## Working Remotely – Tip of the Day

### Set Real Work Hours



Now that you have your office or work area set up, it's time to get down to business — literally. If you are going to make working from home an everyday commitment, then set specific business or work hours (i.e. 8:00am – 5:00pm).

Enforce a hard limit at the end of the day. Distance yourself from work, so you don't work nonstop. By setting specific work hours and sticking to them, you will increase performance and develop a healthy work schedule.

At the end of the day, shut down your laptop, set your work app to "away," and shut your office door. You (and your team) will be grateful.

### Person-to-Person Spread (CDC - updated April 2, 2020)

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

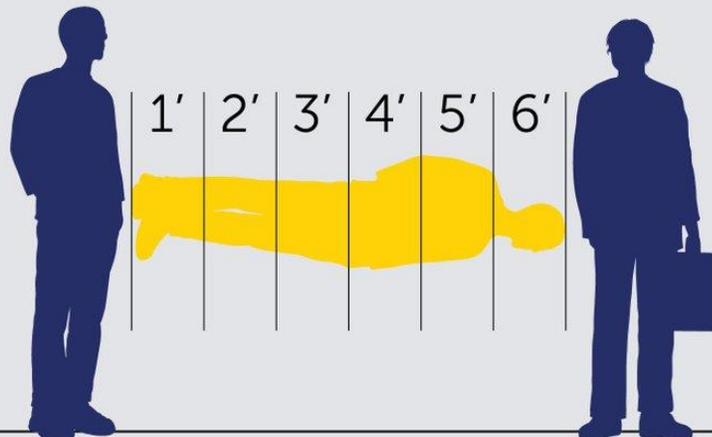
The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Maintaining good social distance (about 6 feet) is very important in preventing the spread of COVID-19.

# Six Feet Away

COVID-19 is primarily spread through respiratory droplets produced when an infected person coughs or sneezes.

People who have sustained contact within 6 feet of an infected individual are most at risk of transmission.





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### Take Steps to Protect Yourself and Others (CDC - updated April 4, 2020)

**The best way to prevent illness is to avoid being exposed to this virus.**

Clean your hands often



- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid Close Contact



- Avoid close contact with people who are sick
- Stay home as much as possible
- Put distance between yourself and other people
  - Remember that some people without symptoms may be able to spread virus.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others



- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



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Clean and disinfect



- **Clean AND disinfect** frequently touched surfaces **daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

### Risk Assessment Guidance

The Emergency Operations Team has developed a Daily Self-Checker to be used by employees. This Daily Self Checker is a list of questions that everyone should ask themselves every morning before work. If you answer "Yes" to any of these questions you should not go to work, and you should immediately reach out to the Emergency Operations Team Liaison Officer, Ricardo Aguilar by cell phone (518)-420-7078.

#### SELF CHECK QUESTIONS

- Have I traveled from a country/region with widespread sustained transmission and/or sustained community transmission of COVID-19?
- Have I been in contact with someone who has traveled from either of the above and is now sick?
- Have I had contact with someone with lab confirmed COVID-19 in the last 14 days?
- Have I been told by a public health official that I may have been exposed to COVID-19?
- Have I had any of the following symptoms in the last 14 days?
  - Fever greater than 100 F, sore throat, difficulty breathing, and/or cough?
- Am I currently experiencing a fever over 100 F, difficulty breathing, and/or cough?



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## Notification

Remember, as part of our Northline Notification Protocol:

These are the reasons to contact Ricardo Aguilar ([raguilar@northlinellc.com](mailto:raguilar@northlinellc.com)), Emergency Operations Team Liaison Officer:

- I went home with COVID-19 symptoms
- I stayed home sick with COVID-19 symptoms
- I was advised by a Health Care Provider to be tested
- I was made aware of someone else that has COVID-19 symptoms or stayed home
- I was asked to leave the jobsite by the customer due to a potential exposure
- I tested positive for COVID-19
- I encountered someone known to have tested positive for COVID-19 or
- I 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.

If you have any questions regarding this guidance, please do not hesitate to contact a member of the Emergency Operations Team. You are encouraged to send e-mails to [Covid19EmOps@northlinellc.com](mailto:Covid19EmOps@northlinellc.com) or to specific individuals on the team.

| Name             | ICS Role  | Office Number            | Cell Number  | E-mail Address   |
|------------------|---|--------------------------|--------------|--|
| Jamie Atkins     | Incident Commander                                  | 518-647-8198<br>ext. 201 | 518-569-8702 | <a href="mailto:jatkins@northlinellc.com">jatkins@northlinellc.com</a>     |
| Lori Mayott      | Public Information Officer/Incident Commander (Alt) | 518-647-8198<br>ext. 322 | 518-488-8730 | <a href="mailto:lmayott@northlinellc.com">lmayott@northlinellc.com</a>     |
| Rick Aguilar     | Liaison Officer/Public Information Officer (Alt)    | 518-647-8198<br>ext. 324 | 518-420-7078 | <a href="mailto:raguilar@northlinellc.com">raguilar@northlinellc.com</a>   |
| Rudy Kunz        | Safety Officer/Liaison Officer (Alt)                | 518-647-8198<br>ext. 227 | 518-275-5583 | <a href="mailto:rkunz@northlinellc.com">rkunz@northlinellc.com</a>         |
| William Straight | Business-Customer Liaison/Incident Commander (Alt)  | 518-647-8198<br>ext. 231 | 518-569-4140 | <a href="mailto:wstraight@northlinellc.com">wstraight@northlinellc.com</a> |
| Lee Pray         | Human Resources/Safety Officer (Alt)                | 518-647-8198<br>ext. 234 | 518-726-6724 | <a href="mailto:lpray@northlinellc.com">lpray@northlinellc.com</a>         |
| Brandy Rousseau  | Business-Customer Liaison (Alt)                     | 518-647-8198<br>ext. 236 | 518-423-4914 | <a href="mailto:brousseau@northlinellc.com">brousseau@northlinellc.com</a> |
| William Murty    | Field Liaison                                       | N/A                      | 716-609-7461 | <a href="mailto:BMurty@NorProLLC.com">BMurty@NorProLLC.com</a>             |

***“An ounce of prevention is worth a pound of cure.” – Benjamin Franklin***