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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 Nor Pro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #69 – Coronavirus Disease (COVID-19)  
Date: June 29, 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
22	21	0	1

Our one Positive has recovered and is back at work.

## Strategy Guidance

### Governor Cuomo Executive Order No. 205

Cuomo announced, along with New Jersey Governor Phil Murphy and Connecticut Governor Ned Lamont, a joint initiative that requires all individuals traveling to NY, NJ or CT from listed states with significant community spread of COVID-19 to quarantine for a 14-day period upon arrival.

At this time, this advisory applies to anyone traveling from Alabama, Arkansas, Arizona, Florida, North Carolina, South Carolina, Texas, and Utah. The list of states will be updated online as the data changes, so please visit the link below for the most up to date information.

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

We understand that people are entitled to make their own decisions regarding personal travel. The Center for Disease Control and Prevention (CDC) continues to identify travel as a risk to both contracting and transmitting COVID-19 and recommends that staying at home is the best way to protect yourself and others from COVID-19.

Governor Cuomo issued Executive Order No. 205 on June 24, 2020.

*“All travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven-day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.*”



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***The Commissioner may issue additional protocols for essential workers, or for other extraordinary circumstances, when a quarantine is not possible, provided such measures continue to safeguard the public health.***

*The criteria and the protocols will be coordinated with New Jersey and Connecticut Commissioners of Health, in order to ensure that the tristate area is protected from community transmission of COVID-19, while permitting free travel between and among the states.*

*The Commissioner of Health in New York shall make public the impacted jurisdictions on its website and such travel advisory will be effective at 12:01 a.m. on June 25, 2020, until rescinded by the Commissioner.”*

**The Office of the Commissioner: Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel can be found here:**

[https://coronavirus.health.ny.gov/system/files/documents/2020/06/interimguidance\\_traveladvisory.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/interimguidance_traveladvisory.pdf)

The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or lay-overs for air travel, bus travel, or train travel.

*The travel advisory requires all New Yorkers, as well as those visiting from out of state, to take personal responsibility for complying with the advisory in the best interest of public health and safety.*

### **Travel Advisory Exemptions for First Responders and Essential Workers**

Exceptions to the travel advisory are permitted for essential workers and are limited based on the duration of time in designated states, as well as the intended duration of time in New York. The Commissioner of Health may additionally grant an exemption to the travel advisory based upon extraordinary circumstances, which do not warrant quarantine, but may be subject to the terms and conditions applied to essential workers or terms and conditions otherwise imposed by the Commissioner in the interest of public health.

Long Term – for essential workers traveling to New York State for a period of greater than 36 hours, requiring them to stay several days.

- This includes instances such as an essential worker working on longer projects, fulfilling extended employment obligations, and other longer duration activities.
- Essential workers should seek diagnostic testing for COVID-19 as soon as possible upon arrival (within 24 hours) to ensure they are not positive.
  - **Northline Utilities is requiring that employees that have been tested under these circumstances can not return to work until they receive a negative test result.**
  - **It is important that you contact your Project Manager, Construction Manager, or General Foreman to determine if there are specific customer requirements regarding the details of this Executive Order.**



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*For example, at this time, Avangrid has issued a requirement that “until further notice, any employee or badged contractor who travels for personal reasons to states that have been listed by the governors of New York, New Jersey and Connecticut as high risk because of rising COVID-19 cases - and then returns to New York, New Jersey, or Connecticut - will be required to quarantine for a period of 14 days”.*

- Essential workers should monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distancing, clean and disinfect workspaces for a minimum of 14 days.
- Essential workers, to the extent possible, are required to avoid extended periods in public, contact with strangers, and large congregate settings for a period of, at least, 7 days.

### **Where Can I Be Tested?**

Get information on coronavirus testing near you. Simply enter your address and find locations that provide coronavirus testing. <https://coronavirus.health.ny.gov/find-test-site-near-you>

Employees can contact the Construction Manager / General Foreman to identify preferred testing sites in the local area.

***If you are tested, please reach out to the Emergency Operations Team Liaison Officer, Ricardo Aguilar by cell phone (518)-420-7078.***

### **Stop the Spread of Rumors**

Know the facts about coronavirus disease 2019

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Some people may have [an increased risk for more serious complications](#) from COVID-19 and should take measures to protect themselves.

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information about risk for severe illness.

People at increased risk for severe illness

- [Older Adults](#)
- [People with Underlying Medical Conditions](#)



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Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease [situation summary page](#).

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of COVID-19. Call ahead before you go to a doctor's office or emergency room. Tell them about your recent travel and your symptoms.

### Daily Self-Checker



Please remember to keep using the Daily Self Checker. 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.

1. Have I recently traveled from a country/region with widespread sustained transmission of COVID-19?
2. Have I been in contact with someone who has recently traveled from a country/region with widespread sustained transmission of COVID-19 and is now sick?
3. Have I had contact with someone with lab confirmed COVID-19 in the last 14 days?
4. Have I been told by a Public Health Official that I may have been exposed to COVID-19?
5. Have I had any of the following symptoms in the last 14 days – fever greater than 100°F, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell?
6. Am I currently experiencing any of the above symptoms?




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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 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 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 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 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 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 ext. 234	518-726-6724	<a href="mailto:lpray@northlinellc.com">lpray@northlinellc.com</a>
Brandy Rousseau	Business-Customer Liaison (Alt)	518-647-8198 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>

“What makes Superman a hero is not that he has power, but that he has the wisdom and the maturity to use the power wisely.”

— Christopher Reeve, actor