



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

To: Northline Utilities and NorPro Employees
From: Emergency Operations Team
Re: Guidance Sheet #17 – Coronavirus Disease (COVID-19)
Date: April 1, 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
7	6	1	0

Strategy Guidance

Critical Infrastructure Industry

We are very proud of all of our Northline employees. As employees of a critical infrastructure industry we have been deemed “essential”. As such, we have a special responsibility to maintain normal work schedules. We provide an extremely important service to the people in our communities. Hospitals, grocery stores, and emergency services all depend on us to make sure that the power comes on and stays on.

We appreciate you working hard each day in support of our communities during this very uncertain time. Thank you for all that you have done and continue to do!!!

Emergency Operations Team

The Northline Utilities COVID-19 Emergency Operations Team is meeting daily to monitor the wide range of issues associated with COVID-19. The Team reviews the evolving recommendations from the appropriate regulatory agencies so that they can be incorporated into our strategy and developing processes.

We ask that if you receive information or inquiries from customers, trade partners, or suppliers that you direct them to the COVID-19 Emergency Operations Team. We want to ensure that these items are addressed in a timely and consistent manner. Northline is committed to providing a safe place to work and maintaining the level of service to which our customers are accustomed.





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Definitions We Use

There are a number of new terms in our vocabularies these days. We wanted to share some of the common terms that we are using and what they mean. We hope that this will help bring some clarity and consistency as we are having conversations.

Home Self-Monitoring is recommended if you are feeling ill (COVID-19 symptoms or just feeling ill):

- Persons should stay at home and avoid going outside for the entire self-monitoring period (the individual should not attend work, school, public events, or group gatherings);
- Persons should take their temperature twice a day and check for symptoms (cough or shortness of breath);
- If the person develops a fever, cough, or shortness of breath they should be checked out by a medical provider



Required Mandatory Isolation is required and directed by the local health department by an isolation order. This is required for the following persons:

- Persons who tested positive for the virus that causes COVID-19 by a clinical test (regardless if they are symptomatic or not).

Required Mandatory Quarantine is required and directed by the local health department by a quarantine order. This is required for the following persons:

- Persons who had direct contact (within 6 feet) with a confirmed case who tested positive for the virus that causes COVID-19 (regardless if they are sick or not).
- Persons who traveled to a highly affected area (CDC-designated travel warning level of 2 – 3), and are displaying symptoms of fever, cough, and trouble breathing.
- Any other person whose healthcare provider and local health department believe should be quarantined.

Required Precautionary Quarantine is required and directed by the local health department. This is required for the following persons:

- Persons that traveled to a highly affected area (CDC-designated travel warning level of 2 – 3) and are not sick.
- Persons that have had proximate exposure to a confirmed case who tested positive for the virus that causes COVID-19 in a congregate setting (e.g., within more than 6 feet such as at social gatherings, conferences, etc.), and is not sick.
 - If this person develops symptoms of fever cough, and difficulty breathing, they will be placed under Required Mandatory Quarantine.
- Any other person whose healthcare provider and local health department believe should be quarantined.



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Working Remotely – Tip of the Day

Update Your To-Do List Every Mornings



When working from home it can be challenging to keep track of what you have to do throughout your workday. It's easy to lose sight of priorities, tasks, and deadlines.

Start your day by reviewing priorities for the day. When you make your task list, stick to it. It's tempting to just leap into your email, but with a little extra focus, you can move the needle while working from home.

Set goals and time limits for each task. After you complete each task, cross it off the list. This simple technique is both effective and fulfilling. Stay on task by quickly writing down all the things that need to get done at the start of each day.

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), 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 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 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	jatkins@northlinellc.com
Lori Mayott	Public Information Officer/Incident Commander (Alt)	518-647-8198 ext. 322	518-488-8730	lmayott@northlinellc.com
Rick Aguilar	Liaison Officer/Public Information Officer (Alt)	518-647-8198 ext. 324	518-420-7078	raguilar@northlinellc.com
Rudy Kunz	Safety Officer/Liaison Officer (Alt)	518-647-8198 ext. 227	518-275-5583	rkunz@northlinellc.com
William Straight	Business-Customer Liaison/Incident Commander (Alt)	518-647-8198 ext. 231	518-569-4140	wstraight@northlinellc.com
Lee Pray	Human Resources/Safety Officer (Alt)	518-647-8198 ext. 234	518-726-6724	lpray@northlinellc.com
Brandy Rousseau	Business-Customer Liaison (Alt)	518-647-8198 ext. 236	518-423-4914	brousseau@northlinellc.com
William Murty	Field Liaison	N/A	716-609-7461	BMurty@NorProLLC.com

***“You can run a sprint or you can run a marathon,
but you can’t sprint a marathon” – Ryan Holmes***

