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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 #20 – Coronavirus Disease (COVID-19)  
Date: April 4, 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 |
|-------------------------------|---------------------------------------|--|---------------------------------------|
| 8                             | 6                                     | 1  | 1                                     |

## Strategy Guidance

### Question and Answer Websites

As the COVID-19 Pandemic evolves, there are a number of Frequently Asked Question / Q&A pages being developed. Here are a few that the Emergency Operations Team utilizes and reviews periodically.

<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/2019-novel-coronavirus-myth-versus-fact>



<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

[https://coronavirus.health.ny.gov/system/files/documents/2020/03/faqs covid19\\_32120doh.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/faqs covid19_32120doh.pdf)

<https://www.fema.gov/coronavirus/faq>



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### Interesting Video

Fourteen-year-old scientist Hyrum Grenny cracks the code on how to get kids to wash their hands, and in doing so, exposes insightful strategies for influencing behavior change.

<https://www.youtube.com/watch?v=osUwukXSd0k>

### Risk Assessment Guidance

The Emergency Operations Team has developed a Daily Self-Checker to be used by employees and new hires. This Daily Self Checker is a list of questions that everyone should ask themselves every morning before work. If you are a NLU employee and 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. If you are a new hire to Northline and answer "Yes" to any of these questions you should contact Lee Pray, Human Resources (518-726-6724).

#### *Daily Self-Checker*

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 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, sore throat, difficulty breathing, and/or cough?
6. Am I currently experiencing any of the following symptoms – fever greater than 100°F, sore throat, difficulty breathing, and/or cough?

### 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




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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>             |

***“Although the world is full of suffering, it is also full of the overcoming of it.” – Helen Keller***

