



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 #27 – Coronavirus Disease (COVID-19)
Date: April 11, 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	8	1	1

Strategy Guidance

Protect Yourself from COVID-19 Scammers

Reports of fake emails, texts, phishing, robocalls, dangerous links and more are already emerging related to COVID-19. In a time when on-line shopping is on the rise here are a few things you should do to protect yourself from COVID-19 scams.

It's important for us all to practice good cyber hygiene and follow industry best practices, including:

- Do not open attachments or click on links within emails or text messages from senders you don't recognize
- Verify the email address used to send emails, especially when using a mobile or handheld device, by ensuring the sender's email address appears to match who it is coming from
- Always verify the web address of legitimate websites and manually type them into your browser
- Check for misspellings or wrong domains within a link (for example, an address that should end in a ".gov" ends in ".com" instead)
- Be skeptical of the unusual asks or activity of vendors, and ask questions:
 - Last-minute price changes
 - Last-minute excuses for delay in shipment
- Apply extra due diligence to vendor identification and be conscious of the potential red flags, including:
 - If the business address does not match the purported business type (Carry-out restaurant, gas station, residence, P.O. Box)
 - Business is newly established
 - Business is not consistent with the type of vendor they are supposed to be
 - Generic email addresses, such as Gmail, AOL or Yahoo



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

PROTECT YOURSELF FROM COVID-19 WHEN RUNNING ESSENTIAL ERRANDS



Getting Gasoline

- Clean the keypad and handles with a disinfecting wipe before use.
- Use a hand sanitizer with at least 60% alcohol when done and wash your hands for at least 20 seconds with soap and water when you get home.



Banking

- Bank online whenever possible.
- Use the drive-through ATM when available. Clean the ATM keyboard with a disinfecting wipe before use.
- Use a hand sanitizer with at least 60% alcohol when done and wash your hands for at least 20 seconds with soap and water when you get home.



Accepting Deliveries and Home-delivered Orders

- Pay online or over the phone, if possible.
- Ask for deliveries to be left in a safe spot outside your home.
- After receiving your delivery, wash your hands for at least 20 seconds with soap and water.

Questions?
Call the Novel
Coronavirus
(COVID-19)
Hotline:
1-888-364-3065

Want to learn more
about COVID-19?

Watch Dr. Peter Lin
- "Understanding the
Novel Coronavirus"
Video

<https://www.youtube.com/watch?v=drMw2evwMFA&feature=youtu.be>

Going to the Doctor or Getting Medicine



- Visit the doctor **ONLY** when you need to.
- Contact your doctor or nurse by phone or email. Use tele-medicine, when/ if available.
- If you think you have COVID-19, let the office know beforehand.
- If possible, plan to order and pick up all your prescriptions together.
- Use drive-thru windows and curbside services, mail-order and other delivery services when you can.

Shopping for Food or Other Essentials



- Only visit the grocery store when you absolutely need to.
- Avoid shopping if you have a fever, cough or shortness of breath.
- If possible, order food and other items online for home delivery or curbside pickup.
- If you do shop in store, go during hours when fewer people will be there (for example, early morning and late night).
- Wipe the shopping cart before use with a disinfecting wipe.

If Visiting the Doctor's Office or Grocery Store:

- Cover your mouth and nose with a cloth face covering.
- Stay at least 6 feet away from others while inside and in lines.
- Use touchless payment methods, when available.
- After paying, use a hand sanitizer with at least 60% alcohol and wash your hands for at least 20 seconds with soap and water when you get home.

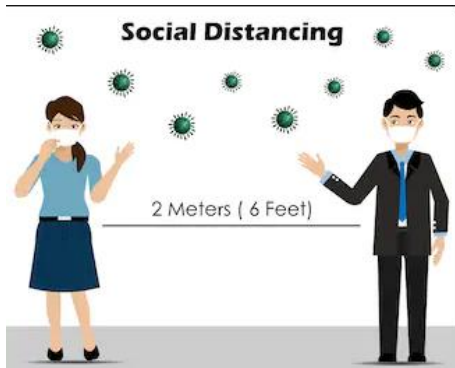
For more information on staying safe while running essential errands, visit www.cdc.gov/coronavirus/2019-ncov/daily-life-coping.



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

Risk Assessment Guidance

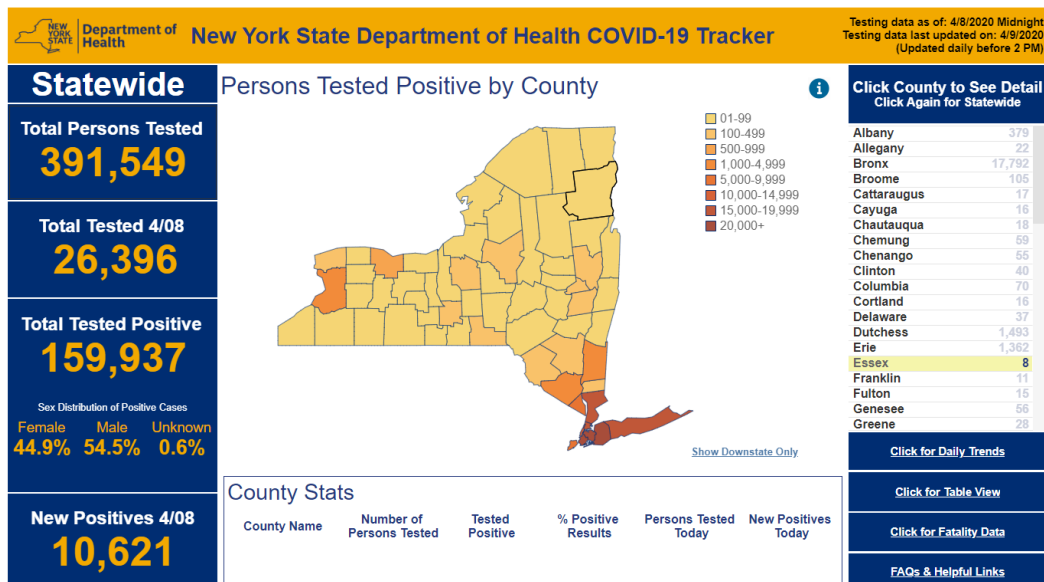
The Emergency Operations Team has developed a Daily Self-Checker to be used by employees. This Daily Self Checker is a list of questions that everyone should ask themselves every morning before work. If you answer “Yes” to any of these questions you should not go to work, and you should immediately reach 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?

<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>





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

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

“Cough Like Batman” – unknown

