



**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 #30 – Coronavirus Disease (COVID-19)  
 Date: April 14, 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	9	0	1

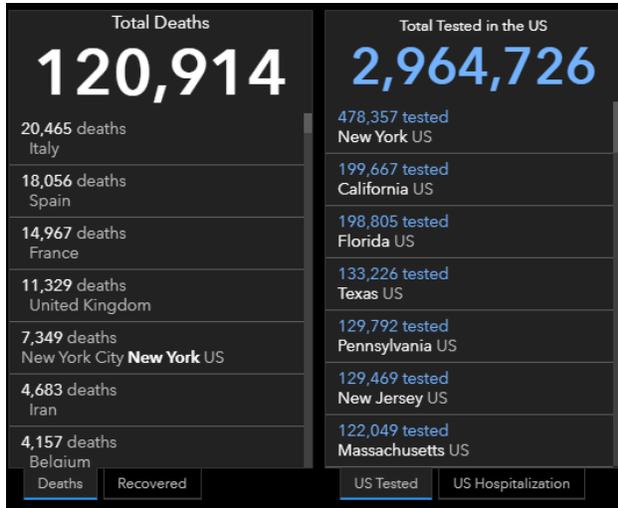
### Strategy Guidance

#### Coronavirus COVID-19 Global Cases by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU)

We have been referencing the CSSE at Johns Hopkins University when we discuss trending in confirmed cases / region. There is new information being reported on this site – Total Tested, US hospitalizations, etc...

To view this information, you can visit:  
<https://coronavirus.jhu.edu/map.html>.

COVID-19 Dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU)





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### Governor Cuomo Executive Order No. 202.16

Governor Cuomo issued Executive Order No. 202.16 on April 12, 2020.

*“For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees. This provision may be enforced by local governments or local law enforcement as if it were an order pursuant to section 12 or 12-b of the Public Health Law. This requirement shall be effective Wednesday, April 15 at 8 p.m.”*

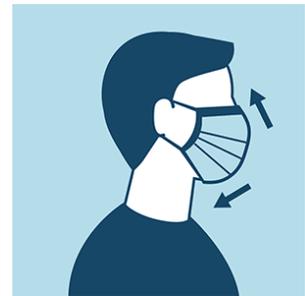
This EO directed employers to provide essential workers with cloth or surgical masks, free of charge, to wear when directly interacting with customers or members of the public while present in the workplace.

Northline Utilities received our masks today and will be distributing these non-FR face coverings starting this afternoon. We have also ordered and are awaiting delivery of FR rated surgical style masks; they should be arriving in the coming week. They, too, will be distributed to the crews as soon as possible.

**As an employee of an essential business, you must wear cloth or surgical masks when directly interacting with customers or members of the public while present in the workplace. While we cannot control people’s personal time off, we do ask that employees do their best to stay safe and ask that they make smart choices about how and where they go out in public. Best practice is to wear a cloth or surgical mask when out in public – while during work and on your personal time.**

### Why?

The CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.



It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.



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### CDC Cloth Face Coverings: Questions and Answers

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

### CDC Cloth Face Coverings: How to Properly Wear and Clean Your Cloth Face Coverings

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>



### Frequently Asked Questions

We have asked all of you to elevate your questions regarding the Northline Utilities COVID-19 response to the Emergency Operations Team either directly or through your Functional Manager. Many of these questions brought forth by different groups and individuals are relevant to the whole organization. Therefore, we will be including the questions and the responses in our Guidance Sheets going forward.

Question #1: Storm response and traveling out of the region - The self-checklist refers to verbiage "traveled from a Country/Region". We need clarification on how it affects us.

Response #1: As part of the Daily Self Checker, we want you to ask yourself, "Have I recently traveled from a country / region with widespread sustained transmission of COVID-19?"

The CDC does have specific guidance on international travel. They recommend that if you have traveled internationally in the past 14 days, stay home and monitor your health.

The CDC does not generally issue advisories or restrictions for travel within the United States. Cases of coronavirus disease (COVID-19) have been reported in all states, and some areas are experiencing community spread of the disease. Crowded travel settings, like gas stations and service centers, may have increased chances of getting COVID-19, if there are other travelers with coronavirus infection.

Remember there should not be any non-essential travel – domestically or internationally – at this time as part of the NYS PAUSE initiative.

With the number of weather events occurring throughout the Northeast United States, Northline Utilities employees have been called to respond in various capacities. If you are traveling to a new area, it is important that you research and understand the COVID-19 situation for your destination and take the proper precautions. As part of the Daily Self-Checker, we would like you to contact Rick Aguilar to discuss the situation and determine if additional precautions are necessary.



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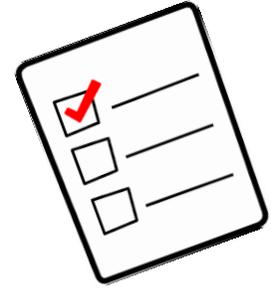
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State or local governments may have issued orders or provided additional guidance. Check public health departments for detailed information.

<https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>

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

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.



### 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?

### Please Join Us

The Emergency Operations Team hosts a company wide GoTo Meeting every day at 4:00pm EST. All Northline employees are encouraged to attend. Feel free to share this invitation with and friends or family that you believe would like to join.

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/368422589>

**You can also dial in using your phone.**

United States: [+1 \(786\) 535-3211](tel:+17865353211)

**Access Code:** 368-422-589

Please  
join us!




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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>

**We start by “setting the course,” we succeed by “staying the course” . – Carece Slaughter**

