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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 #31 – Coronavirus Disease (COVID-19)  
Date: April 15, 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

### Test Your COVID-19 Knowledge – Crossword Puzzle

This COVID-19 crossword will remind you of ways you can protect you and your family from the spread of this disease. If you've been reading our daily Guidance Sheets, you're sure to do well on this crossword!

#### Across

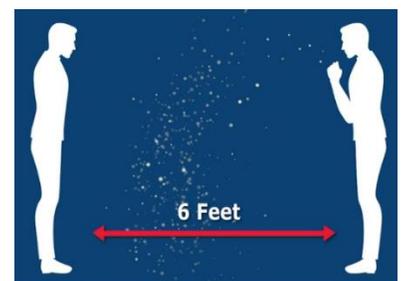
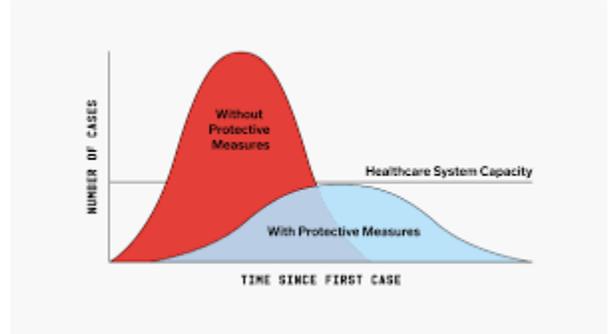
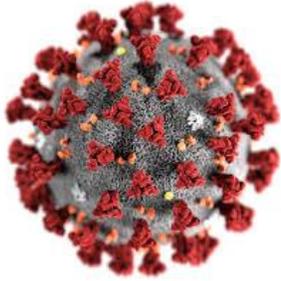
- Clean and \_\_\_\_\_ frequently touched surfaces like tables, desks and doorknobs.
- Everyone should wear a \_\_\_\_\_ when they have to go out in public, for example to the grocery store or to pick up other necessities.
- You could \_\_\_\_\_ COVID-19 to others even if you do not feel sick.
- Limit close contact with others, staying about \_\_\_\_\_ feet apart.
- Avoid touching your \_\_\_\_\_, nose, and mouth with unwashed hands.
- \_\_\_\_\_ is thought to spread mainly from person-to-person.
- Stay \_\_\_\_\_ if you are feeling sick.

#### Down

- An important warning sign of COVID-19 is difficulty \_\_\_\_\_ or shortness of breath.
- The goal of social distancing is to slow down the outbreak in order to reduce the chance of infection among high-risk populations and to reduce the burden on health care systems and workers. This is known as \_\_\_\_\_.
- \_\_\_\_\_ distancing is necessary to avoid spreading illness.
- \_\_\_\_\_ your hands often with soap and water for at least 20 seconds.
- Always cover your mouth and nose with a tissue when you \_\_\_\_\_ or sneeze or use the inside of your elbow.



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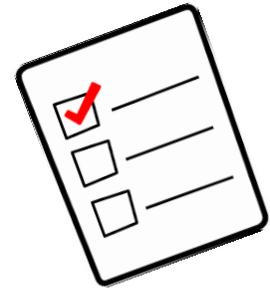


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Please remember to keep using the Daily Self Checker. This Daily Self Checker is a list of questions that everyone should ask themselves every morning before work. If you answer "Yes" to any of these questions you should not go to work, and you should 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.**

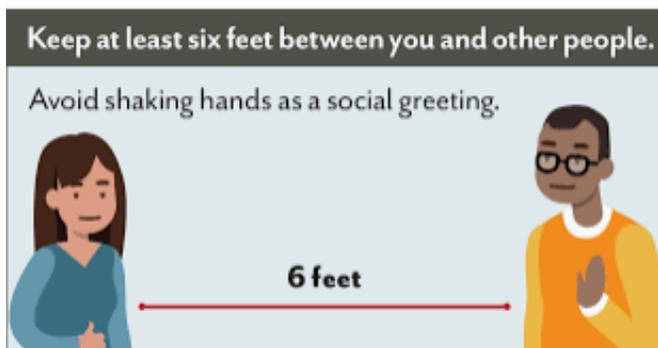
<https://global.gotomeeting.com/join/368422589>

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

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

*Please  
join us!*

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



#### Answers to the Crossword Puzzle

- | Across         | Down                  |
|----------------|-----------------------|
| 2. Disinfect   | 1. Breathing          |
| 4. Mask        | 3. Flatteningthecurve |
| 5. Spread      | 5. Social             |
| 6. Six         | 7. Wash               |
| 8. Eyes        | 9. Cough              |
| 9. Coronavirus |                       |
| 10. Home       |                       |



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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>

“A true knight is fuller of bravery in the midst, than in the beginning of danger.” — *Philip Sidney*

