



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 #36 – Coronavirus Disease (COVID-19)
Date: April 20, 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
20	13	6	1

Our one Positive has recovered and is back at work.

Strategy Guidance


How to put on, use, take off and dispose of a mask

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.



1 Before putting on a mask, wash hands with alcohol-based hand rub or soap and water

- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.



2 Cover mouth and nose with mask and make sure there are no gaps between your face and the mask
Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water

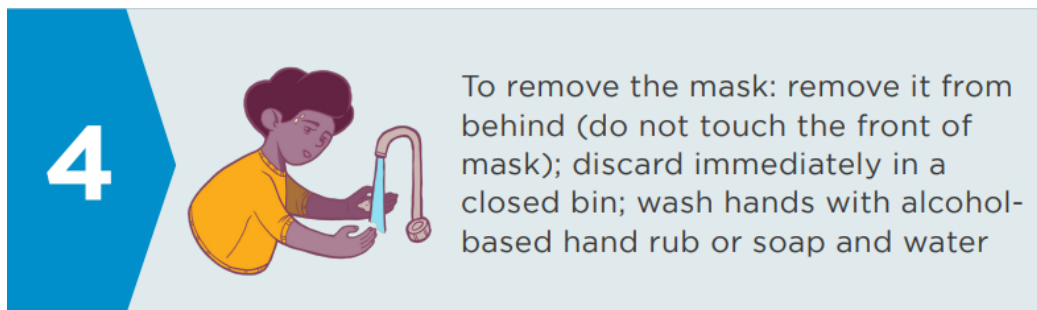


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- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- Change out cloth face coverings frequently and launder them when they are soiled or wet.



- To remove the mask:
 - remove it from behind (do not touch the front of mask);
 - if single use, discard immediately in a closed bin; if reusable, bag soiled face covering until it can be laundered
 - clean hands with alcohol-based hand rub or soap and water.



You should not become complacent with other protective measures:

- Do not touch the cloth covering or face.
- Continue to be vigilant with thorough and frequent hand washing with soap and water, or alcohol-based hand sanitizer of 60%+ alcohol.
- Practice respiratory etiquette and cover your coughs or sneezes.
- Practice social distancing – even when wearing masks.
- Stay home and help flatten the curve!

While cloth face coverings may not prevent the wearer from becoming infected, they might help slow spread from people who have the virus and are unaware.

COVID-19 Forecast for the United States

CDC works with partners to bring together weekly forecasts for COVID-19 in one place. These forecasts have been developed independently and shared publicly. It is important to bring these forecasts together to help understand how they compare with each other and how much uncertainty there is about what may happen in the upcoming four weeks. Forecasts will help inform public health decision-making by projecting the likely impact in coming weeks. <https://www.cdc.gov/coronavirus/2019-ncov/covid-data/COVID-19-forecast.html>



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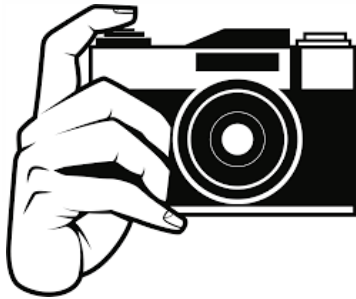
Risk Assessment Guidance

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?

We want to see you!



We would love to see you wearing your masks. Please send us pictures of you wearing your masks and practicing social distancing at Covid19EmOps@northlinellc.com. We will be including them in our upcoming Guidance Sheets.

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



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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

“The one who follows the crowd will usually get no further than the crowd. The one who walks alone, is likely to find himself in places no one has ever been.” – Albert Einstein

