



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 #44 – Coronavirus Disease (COVID-19)
Date: April 28, 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	19	0	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Coronavirus Exposure Prevention Practices

The following information can now be found as an attachment to the EHASPs in the field. The Emergency Operations Team is asking that this information, as well as, the pertinent information from the prior day's guidance document and the daily self-checker be reviewed each morning with the entire crew. This should be done in an open-air setting where employees are able to maintain social distancing.

Objective: To prevent the spread of the virus and infection of others.

Summary of Best Practices

- Start each day screening all workers for changes in health status or exposure
- Wash your hands at start of work and frequently throughout the day
- Do not touch your face; use hand sanitizer after touching common surfaces
- Maintain 6-foot social distancing when possible/practical, including one person per vehicle
- When around anyone, wear a face covering

Detailed Best Practices

- Stay home when you are sick:
 - Workers who have symptoms of respiratory illness should stay home until they are free of fever (<100.4° F using an oral thermometer) or other symptoms for at least 24 hours, without use of fever/symptom reducing medicines (e.g. cough suppressants).



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- Cover your cough or sneeze with a tissue, if available, then throw the tissue in the trash. If not available, cough or sneeze into your elbow to avoid rapid airborne spread. Avoid coughing or sneezing into your hand.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Wash your hands with soap and water if visibly dirty.
- When greeting people, do not engage in handshaking or any other physical contact.
- Avoid close contact with people who are sick.
- Practice social distancing. When workers are unable to maintain the social distancing, the hazards and mitigations should be discussed and documented on the tailboard as with any other hazard (electrical, mechanical, etc.).
- Wear a face covering when working in groups, around newcomers, when downwind of others, and in public. Follow CDC's recommendations for using a face covering:
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

How to wear face mask



Working Remotely – Tip of the Day

Eat Healthy Meals & Snacks



Another work from home reality is that we have full access to the kitchen. So, when it's time for lunch or a snack break, we are immediately drawn to the usual snacks, such as chips, cookies, or leftover pizza.

When we work in an office, we are at the mercy of whatever is available in the kitchen or whatever lunch we brought from home.

However, research has shown that eating fruits and vegetables has a direct link on overall productivity levels. You can also avoid buying unhealthy snacks altogether. With extra planning, you can purchase more nutritional snacks on Amazon rather than buying on impulse.



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The Daily Self-Checker has been Updated!



The Centers for Disease Control and Prevention (CDC) and other agencies are constantly updating the information and guidance they provide as more is learned about COVID-19. Most recently, the CDC updated the COVID-19 list of symptoms to include chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

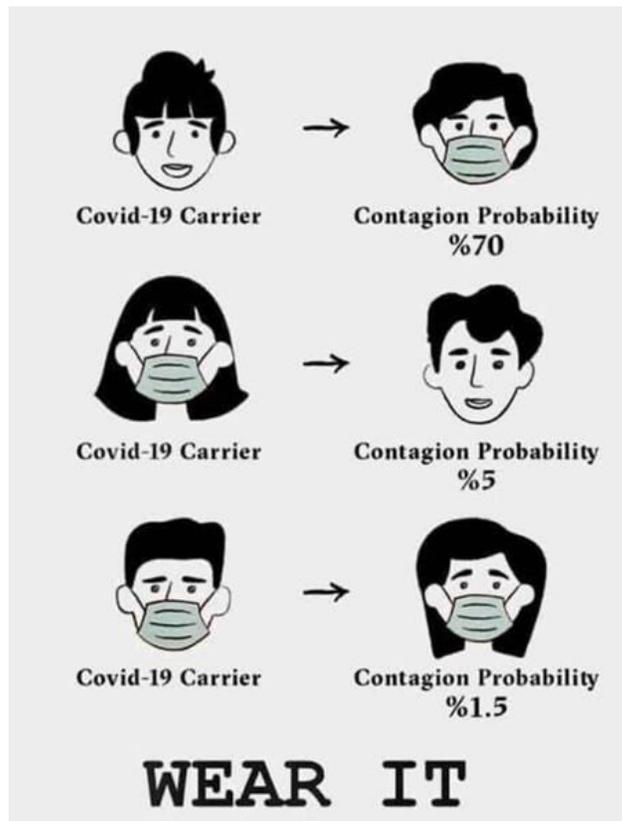
As a result of this the Emergency Operations Team has updated the Daily Self Checker to include the newly listed symptoms. Be sure that you have the most up-to-date version!

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, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell?
- Am I currently experiencing any of the above symptoms?





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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
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“Do what you can, with what you have, where you are.” – Theodore Roosevelt

