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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 Nor Pro Employees  
 From: Emergency Operations Team  
 Re: Guidance Sheet #57 – Coronavirus Disease (COVID-19)  
 Date: May 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 |
|-------------------------------|---------------------------------------|--|---------------------------------------|
| 20                            | 19                                    | 0  | 1                                     |

Our one Positive has recovered and is back at work.

### Strategy Guidance

#### Daily Self-Checker



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.

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





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## Face Masks and Coverings for COVID-19



- You must wear a face mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a face covering is not medically tolerated. This includes on public transport, in stores and on crowded sidewalks.
- Children over 2 years of age should wear a face mask in public, too. Children under 2 years of age should NOT wear face coverings for safety reasons.
- Cloth face coverings should be made from fabric you can't see through when held up to the light. They must be cleaned before reusing.
- Disposable paper face masks should be used for one outing outside the home. They cannot be properly cleaned.
- The best way to prevent COVID-19 is to continue social distancing (staying at least 6 feet away from others), **even when wearing a face covering.**

### Putting On Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before putting on your face covering.
- Make sure the face covering covers both your nose and mouth.
- **DON'T** wear your mask hanging under your nose or mouth or around your neck. You won't get the protection you need.
- **DON'T** wear the face covering on top of your head, or take it off and on repeatedly. Once it is in place, leave the covering in place until you are no longer in public.

### Taking Off Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before taking off your face covering.
- Remove your mask only touching the straps.
- Discard the face covering if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag for later.
- Wash your hands again.
- When cleaning a cloth face covering, **DO** put in the washer (preferably on the hot water setting).
- Dry in dryer at high heat. When it is clean and dry, place in a clean paper or plastic bag for later use. If you live in a household with many people, you might want to label the bags with names so the face coverings are not mixed up.



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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<br>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<br>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<br>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<br>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<br>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<br>ext. 234 | 518-726-6724 | <a href="mailto:lpray@northlinellc.com">lpray@northlinellc.com</a>         |
| Brandy Rousseau  | Business-Customer Liaison (Alt)                     | 518-647-8198<br>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>             |

***“Unless someone like you cares a whole awful lot, nothing is going to get better. It’s not.” – Dr. Seuss***

