



---

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 Nor Pro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #60 – Coronavirus Disease (COVID-19)  
Date: May 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
22	21	0	1

Our one Positive has recovered and is back at work.

## Strategy Guidance

### Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



### Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- **Don't** put the covering around your neck or up on your forehead
- **Don't** touch the face covering, and, if you do, wash your hands



---

15 School Lane, Suite 200, PO Box 656  
Au Sable Forks, NY 12912  
Phone: (518) 647-8198 Fax: (518) 647-5457

---

### How to Wash your Flame-Resistant Mask:

The Tyndale AR/FR surgical-style mask is reusable; it should be laundered before first use. It is very important to disinfect and clean your mask between each wear: to disinfect, wash the mask in a standard home laundry process with detergent and water, or hand wash with dish soap or detergent and water, and then dry thoroughly. This will both disinfect and clean the mask. Use of chemical sanitizers such as bleach or alcohol is not necessary, and residue could present a respiratory hazard – standard washing is sufficient to disinfect.

#### PROPER USE



Sanitize your hands before donning the mask, to avoid transferring virus onto the mask.



Proper wearing is very important. Fasten the top ties snugly behind your head first, then the bottom ties. The top of the mask should rest on the bridge of your nose, and the bottom should cover your chin, resting underneath the chin. The mask should be fit as snugly as possible.



Breathe normally through the mask.



Proper removal procedure is extremely important, to avoid inhaling anything that may have been deposited on the exterior surface while wearing. Tilt your head forward. Then untie the top straps first, and keeping your head tilted forward, let the mask fall forward, away from your face. Then untie the bottom straps.



Sanitize your hands immediately after removing the mask.

**PLEASE WASH MASK BEFORE FIRST USE**

### Tips to Avoid Foggy Glasses

People with glasses have learned the hard way that these masks cause their glasses to fog up just about every time they exhale. Here are a few methods to help you maintain a clear view while wearing glasses and a face mask.

- Immediately before wearing a face mask, wash your spectacles with soapy water and shake off the excess. Then, let the spectacles air dry or gently dry off the lenses with a soft tissue before putting them back on.
- Some anti-fog sprays stop moisture from collecting on your glasses. Like soap and water, these sprays are designed to keep condensation from sticking to lenses. Scott Dick has anti-fog wipes if you need more.
- Some masks come with a metal nose clip that allows the wearer to limit the amount of moisture that comes in or out of the mask. If you're sewing homemade masks, you can use flexible objects like bobby pins, paper clips or pipe cleaners to create a fitted "nose."
- Folding down the top quarter of a face mask provides extra space for your breath to escape before it hits your glasses. Keep in mind, though, that this doesn't work in masks containing metal noses and more importantly, it reduces the area covered by the mask.
- Fold a tissue into a rectangle and connect it to the mask so it stays on the bridge of your nose. The tissue blocks and absorbs some of the moisture escaping the mask to keep lenses clear. Keeping the tissue in place can be tricky, and it's vital to get it right the first time so you're not constantly touching your face to adjust it. Thin tape – medical tape particularly – could work.





---

15 School Lane, Suite 200, PO Box 656  
Au Sable Forks, NY 12912  
Phone: (518) 647-8198 Fax: (518) 647-5457

---

## Northline Utilities 2020 Safety and Leadership Summit

The Summit is going virtual!!! This year's Summit will be held on June 19<sup>th</sup> as a virtual event. Please reach out to Peg Bombard at 518-647-8198 or [pbombard@northlinellc.com](mailto:pbombard@northlinellc.com) to register.

**Did you miss a guidance document? We got you covered! All the guidance documents along with other helpful links can we found on our website: [www.northlinellc.com](http://www.northlinellc.com)**

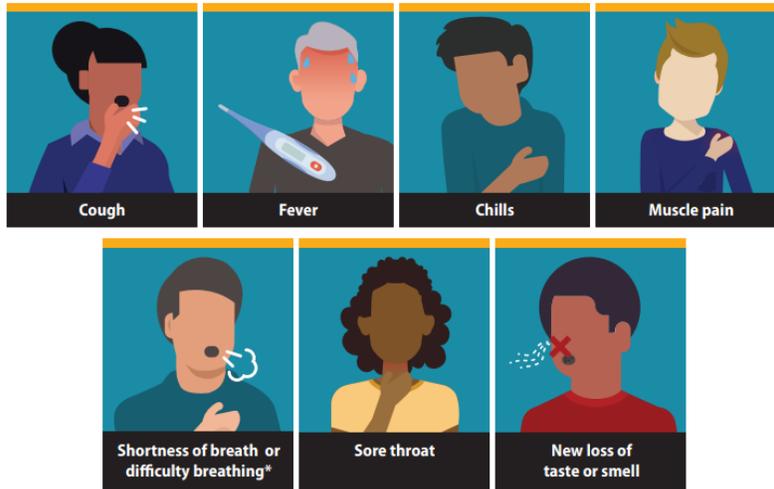
### Daily Self-Checker



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?

### Know the symptoms of COVID-19, which can include the following:



**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**



**15 School Lane, Suite 200, PO Box 656**  
*Au Sable Forks, NY 12912*  
 Phone: (518) 647-8198 Fax: (518) 647-5457

**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>

***“It doesn’t hit you until you pull up to the hospital, and you see ‘cancer’ in big letters, and you’re the patient. Then it all kind of comes home.” – John Prine***

