



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 #74 – Coronavirus Disease (COVID-19)
Date: August 3, 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
28	27	0	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Considerations for Travelers - Coronavirus in the US

This section provides information about travel away from your local community - this is different from everyday activities and running errands. COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Here are some tips to protect yourself and others during your travel.

If you are thinking about traveling away from your local community, ask:

- Is COVID-19 spreading where you're going?
You can get infected while traveling. <https://www.cdc.gov/covid-data-tracker/index.html#cases>
- Is COVID-19 spreading in your community?
Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
- Will you or those you are traveling with be within 6 feet of others during or after your trip?
Being within 6 feet of others increases your chances of getting infected and infecting others.
- Are you or those you are traveling with more likely to get very ill from COVID-19?
Individuals who have an increased risk of severe illness from COVID-19 should limit their travel.
- Do you live with someone who is more likely to get very ill from COVID-19?
If you get infected while traveling you can spread COVID-19 to loved ones when you return, even if you don't have symptoms.
- Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling?



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Some state and local governments may require people who have recently traveled to stay home for 14 days. <https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>

If You Travel

Protect yourself and others during your trip:

- Clean your hands often.
Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating.
If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others.
Keep 6 feet of physical distance from others.
- Wear a cloth face covering in public.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or stores.

Anticipate Travel Needs

- Bring enough of your medicine to last you for the entire trip.
- Pack enough alcohol-based hand sanitizer (at least 60% alcohol) and keep it within easy to reach.
- Bring a cloth face covering to wear in public places.
- Prepare food and water for your trip. Pack non-perishable food in case restaurants and stores are closed.
- Take steps to protect yourself from COVID-19 when booking accommodations or planning an overnight stay.

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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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
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



**“Choose your thoughts how you choose
 your clothes. Make sure they are the best fit
 for the time, place and location.”**