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Au Sable Forks, NY 12912  
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To: Northline Utilities and NorPro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #8 – Coronavirus Disease (COVID-19)  
Date: March 23, 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
5	3	2	0

## Strategy Guidance

### Protecting those People who are at Higher Risk for Severe Illness

COVID-19 is a new disease and there is limited information regarding risk factors for those contracting the virus. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based upon available information to date, those at high-risk for severe illness from COVID-19 include:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility
- Other high-risk conditions could include:
  - People with chronic lung disease or moderate to severe asthma
  - People who have heart disease with complications
  - People who are immunocompromised including cancer treatment
- People of any age with severe obesity (body mass index [(BM]I)  $\geq 40$ ) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease might also be at risk
- People who are pregnant should be monitored since they are known to be at risk with severe viral illness, however, to date data on COVID-19 has not shown increased risk

Many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications



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### **What We Can do to Support Older Adults**

#### Community support for older adults

Community preparedness planning for COVID-19 should include older adults and people with disabilities, and the organizations that support them in their communities, to ensure their needs are taken into consideration. Many of these individuals live in the community, and many depend on services and supports provided in their homes or in the community to maintain their health and independence.

#### Family and Caregiver Support

- Know what medications your loved one is taking and see if you can help them have extra on hand.
- Monitor food and other medical supplies (oxygen, incontinence, dialysis, wound care) needed and create a back-up plan.
- Stock up on non-perishable food to have on hand in your home to minimize trips to stores.
- If you care for a loved one living in a care facility, monitor the situation, ask about the health of the other residents frequently and know the protocol if there is an outbreak.

### **Governor Cuomo's "Matilda's Law"**

"Matilda's Law" will provide new protections for New York State's most vulnerable populations - New Yorkers Age 70 and Older, people with compromised immune systems, and those with underlying illnesses.

The measure requires this group of New Yorkers to stay home and limit home visitation to immediate family members or close friends in need of emergency assistance. If it is necessary to visit such individuals, the visitor should get prescreened by taking their temperature and seeing if person is exhibiting other flu-like symptoms. Both individuals should wear a mask for the duration of the visit.

#### Matilda's Law:

- Remain indoors
- Can go outside for solitary exercise
- Pre-screen all visitors by taking their temperature
- Wear a mask in the company of others
- Stay at least 6 feet from others
- Do not take public transportation unless urgent and absolutely necessary

### **Essential Business Letters**

The Emergency Operations Team is working on a letter for all employees that identifies the holder as an employee of an essential vendor for an essential infrastructure business. Our employees should carry this letter with them as they conduct business for Northline Utilities or NorPro. We are finalizing the letter and working on the best way to distribute the letters to our employees.



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### Additional Operational Information

It is important to recognize that Dig Safe Requests are taking longer than usual, and our some of our material vendors are experiencing interruptions and delays. These are very good reasons to be diligent in our pre-construction phase and our project planning and scheduling. Be ready to anticipate, avoid, and mitigate the new and challenging issues that are facing us today.



### Northline Utilities Website - Employee Page

This Guidance Sheet as well as previously issued Guidance sheets will be available on the Employee page or the Northline Utilities website. Other important information will be shared here as well.

Please visit [www.northlinellc.com](http://www.northlinellc.com) and click on Employee Login at the bottom of the home page.

### 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

Also, Immediate Notice is Required to be Given if any individual has:

- Tested positive for COVID-19;
- Encountered someone known to have tested positive for COVID-19; or
- 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.




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**Contact Information for the Emergency Operations Team**



We have created an e-mail distribution list that is in the Northline Global Address Book. By sending an e-mail to [Covid19EmOps@northlinellc.com](mailto:Covid19EmOps@northlinellc.com) you will be sending an e-mail to everyone on the team. You are encouraged to send e-mails to [Covid19EmOps@northlinellc.com](mailto:Covid19EmOps@northlinellc.com) or to specific individuals on the team.

If you have any questions regarding this interim guidance, please do not hesitate to contact a member of the Emergency Operations Team.

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*“One thing about championship teams is that they’re resilient. No matter what is thrown at them, no matter how deep the hole, they find a way to bounce back and overcome adversity.” - Nick Saban*