



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 #92 – Coronavirus Disease (COVID-19)
Date: December 7, 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 |
|-------------------------------|---------------------------------------|--|---------------------------------------|
| 51 | 48 | 1 | 2 |

Strategy Guidance



Holiday Celebrations and Small Gatherings

Enjoy the holidays and take steps to protect yourself from getting or spreading COVID-19.

As cases, hospitalizations, and deaths continue to increase across the United States, the safest way to celebrate the winter holidays is to celebrate at home with the people you live with. Contact tracing data suggests that small indoor gatherings are a source of as much as 70 percent of infections.

Gatherings with family and friends who do not live with you can increase the chances of getting or spreading COVID-19 or the flu.

The COVID-19 pandemic has been stressful and isolating for many people. Gatherings during the upcoming holidays can be an opportunity to reconnect with family and friends. This holiday season consider how your holiday plans can be modified to reduce the spread of COVID-19 to keep your friends, families, and communities healthy and safe.

CDC offers the following considerations to slow the spread of COVID-19 during small gatherings. These considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which all gatherings must comply.





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Considerations for Small Gatherings of Family and Friends

Celebrating virtually or with members of your own household (who are consistently taking measures to reduce the spread of COVID-19) poses the lowest risk for spread. Your household is anyone who currently lives and shares common spaces in your housing unit (such as your house or apartment). This can include family members, as well as roommates or people who are unrelated to you. People who do not currently live in your housing unit, such as college students who are returning home from school for the holidays, should be considered part of different households. In-person gatherings that bring together family members or friends from different households, including college students returning home, pose varying levels of risk.



Organizers and attendees of larger events should consider the risk of virus spread based on event size (number of attendees and other factors) and take steps to reduce the possibility of infection, as outlined in the Considerations for Events and Gatherings.

Several factors can contribute to the risk of getting and spreading COVID-19 at small in-person gatherings. In combination, these factors will create various amounts of risk:

- **Community levels of COVID-19** – High or increasing levels of COVID-19 cases in the gathering location, as well as in the areas where attendees are coming from, increase the risk of infection and spread among attendees. Family and friends should consider the number of COVID-19 cases in their community and in the community where they plan to celebrate when deciding whether to host or attend a gathering. Information on the number of cases in an area can often be found on the local health department website or on CDC's COVID Data Tracker County View.
- **Exposure during travel** – Airports, bus stations, train stations, public transport, gas stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces.
- **Location of the gathering** – Indoor gatherings, especially those with poor ventilation (for example, small enclosed spaces with no outside air), pose more risk than outdoor gatherings.
- **Duration of the gathering** – Gatherings that last longer pose more risk than shorter gatherings. Being within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more greatly increases the risk of becoming sick and requires a 14-day quarantine.
- **Number and crowding of people at the gathering** – Gatherings with more people pose more risk than gatherings with fewer people. CDC does not have a limit or recommend a specific number of attendees for gatherings. The size of a holiday gathering should be determined based on the ability of attendees from different households to stay 6 feet (2 arm lengths) apart, wear masks, wash hands, and follow state, local, territorial, or tribal health and safety laws, rules, and regulations.
- **Behaviors of attendees prior to the gathering** – Individuals who did not consistently adhere to social distancing (staying at least 6 feet apart), mask wearing, handwashing, and other prevention behaviors pose more risk than those who consistently practiced these safety measures.
- **Behaviors of attendees during the gathering** – Gatherings with more safety measures in place, such as mask wearing, social distancing, and handwashing, pose less risk than gatherings where fewer or no preventive measures are being implemented. Use of alcohol or drugs may alter judgment and make it more difficult to practice COVID-19 safety measures.



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The following people should not attend in-person holiday gatherings:

People with or exposed to COVID-19

Do not host or participate in any in-person gatherings if you or anyone in your household

- Has been diagnosed with COVID-19 and has not met the criteria for when it is safe to be around others
- Has symptoms of COVID-19
- Is waiting for COVID-19 viral test results
- May have been exposed to someone with COVID-19 in the last 14 days
- Is at increased risk of severe illness from COVID-19



Do not host or attend gatherings with anyone who has COVID-19 or has been exposed to someone with COVID-19 in the last 14 days.

People at increased risk for severe illness

If you are an older adult or person with certain medical conditions who is at increased risk of severe illness from COVID-19, or live or work with someone at increased risk of severe illness, you should avoid in-person gatherings with people who do not live in your household.

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?

A copy of the Daily Self Checker can be found in the Employee Log-in Section of the Northline Utilities website: www.northlinellc.com.



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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 |
| 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 |

Tell my mistakes to me,
not to others.
Because my mistakes
are to be corrected by me,
not by others.