



15 School Lane, Suite 200, PO Box 656
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Phone: (518) 647-8198 Fax: (518) 647-5457

To: Northline Utilities and NorPro Employees
From: Emergency Operations Team
Re: Guidance Sheet #15 – Coronavirus Disease (COVID-19)
Date: March 30, 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
6	6	0	0

Strategy Guidance

Working Remotely – Tip of the Day

Eat Healthy Meals & Snacks



Another work from home reality is that we have full access to the kitchen. So, when it's time for lunch or a snack break, we are immediately drawn to the usual snacks, such as chips, cookies, or leftover pizza.

When we work in an office, we are at the mercy of whatever is available in the kitchen or whatever lunch we brought from home.

However, research has shown that eating fruits and vegetables has a direct link on overall productivity levels. You can also avoid buying unhealthy snacks altogether. With extra planning, you can purchase more nutritional snacks on Amazon rather than buying on impulse.

“You’ll never change your life until you change something you do daily. The secret of your success is found in your daily routine.” – John C. Maxwell



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The Success Formula

Every outcome you experience in life (whether it's success or failure, wealth or poverty, wellness or illness, joy or frustration) is the result of how you have responded to an earlier event in your life. Likewise, if you want to change the results you get in the future, you must change how you respond to events in your life.

$$E + R = O \text{ (Events + Responses = Outcome)}$$

When people don't like the outcomes they are experiencing, most choose to blame the event (E) for their lack of results (O). The deciding factor in success is not the external conditions and circumstances. It's how you choose to respond (R). Successful people take a different approach to events. They simply change their responses (R) to the events (E) until they get the outcomes (O) they want.

You can change your thinking, change your communication, change the pictures you hold in your head (your images of the world) and you can change your behavior (the things you do). That's all you really have control over.

The event (E) that we are all faced with now is the COVID-19 Global Pandemic. How we chose to respond (R) to this event (E) will determine our outcome (O).

Unfortunately, most of us are run by our habits. On average, people touch their faces 20 times an hour. This is a habit – a habit that increases our risk of contracting Coronavirus.

Humans are social creatures by nature. We like to interact with each other. We are accustomed to going to work/school, to attending parties, to playing team sports, etc... These are behaviors that increase our risk of contracting Coronavirus.

Breaking these habits and changing our behaviors is extremely difficult. You have to gain control of your thoughts, your habits, and your behaviors. Everything you think, say, and do needs to become *intentional* and *aligned* with your purpose, your values, and your goals.

The goal right now is to stay healthy – mentally and physically. Be aware of your responses (R) and be sure that they are aligned with staying healthy. Do the things that you have control over - change your mindset, practice social distancing, wash your hands often, and stay home when you can – and you will be successful in achieving the outcomes you desire.

E	+	R	=	O
Events	+	Responses	=	Outcome
COVID-19 Global Pandemic	+	Change your mindset, Practice social distancing, Wash your hands often, Stay home when you can...	=	Staying Physically Healthy Improving Mental Health Flattening the Curve Preventing the Spread



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Federal Economic Relief Update

President Trump on Friday, March 27th signed a \$2 trillion coronavirus economic relief plan to offer assistance to millions of Americans affected by the coronavirus pandemic. Its components include stimulus payments to individuals, expanded unemployment coverage, student loan changes, different retirement account rules and more. These are questions and answers regarding some of the components in the bill. As always, reach out to your tax advisors regarding any tax guidance and your work state regarding any unemployment guidance.

Stimulus Payments

This provides a onetime payment, based on your income. Most adults will get \$1,200, although some would get less. For every qualifying child age 16 or under, the payment will be an additional \$500.

Single adults with Social Security numbers who have an adjusted gross income of \$75,000 or less will get the full amount. Married couples with no children earning \$150,000 or less will receive a total of \$2,400. And taxpayers filing as head of household will get the full payment if they earned \$112,500 or less.

Above those income figures, the payment decreases until it stops altogether for single people earning \$99,000 or married people who have no children and earn \$198,000. A family with two children will no longer be eligible for any payments if its income surpassed \$218,000.

You can't get a payment if someone claims you as a dependent, even if you're an adult. In any given family and in most instances, everyone must have a valid Social Security number in order to be eligible.

You can find your adjusted gross income on Line 8b of the 2019 1040 federal tax return. If you have not filed your 2019 tax return, look to your 2018 tax return.

Treasury Secretary Steven Mnuchin said he expected most people to get their payments within three weeks. If the IRS already has your bank account information, it will transfer the money to you via direct deposit based on the recent income-tax figures it already has.

According to the bill, you will get a paper notice in the mail no later than a few weeks after your payment has been disbursed. That notice will contain information about where the payment ended up and in what form it was made. If you couldn't locate the payment at that point, it would be time to contact the I.R.S. using the information on the notice.

Unemployment Benefits

The plan brings in more workers than are usually eligible for unemployment benefits, including self-employed people and part-time workers who cannot work for a variety of coronavirus-related reasons. Please reach out to your work state for additional guidance.



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The amount you receive will depend on your state. Under the plan, eligible workers will get an extra \$600 per week on top of their state benefit. For example, if a worker was making \$1,100 per week in New York; she or he would be eligible for the maximum state unemployment benefit of \$504 per week. Under the new expansion, she or he gets an additional \$600 of federal pandemic unemployment compensation, for a total of \$1,104, essentially replacing hers/his original paycheck.

Individuals that may obtain benefits under this legislation:

- If you've received a diagnosis, are experiencing symptoms or are seeking a medical diagnosis — and you're unemployed.
- If you must care for a member of your family or household who has received a diagnosis.
- If you rely on a school, a day care or another facility to care for a child, elderly parent or another household member so that you can work — and that facility has been shut down because of coronavirus.
- If you must self-quarantine because you have been advised by a health care provider because of exposure to coronavirus are covered.
- If you are an individual who is unable to get to work because of a quarantine imposed as a result of the coronavirus
- You will also be covered if you were immediately laid off from a new job and did not have a sufficient work history to qualify for benefits under normal circumstances.
- If you are unemployed, partly unemployed or unable to work because your employer closed down, you're covered under the bill.

This provision wasn't intended to cover people who quit (or want to quit) because they fear that continuing to work puts them at risk of contracting coronavirus.

Workers who are able to work from home, and those receiving paid sick leave or paid family leave are not covered. New entrants to the work force who cannot find jobs are also ineligible.

Many states already provide 26 weeks of benefits, though some states have trimmed that back while others provide a sliding scale tied to unemployment levels. The bill provides all eligible workers with an additional 13 weeks. So, participants in states with 26 weeks would be eligible for a total of 39 weeks. The total amount cannot exceed 39 weeks, but it may be shorter in certain states.

The extra \$600 payment will last for up to four months, covering weeks of unemployment ending July 31st. Expanded coverage would be available to workers who were newly eligible for unemployment benefits for weeks starting on Jan. 27, 2020, and through Dec. 31, 2020. States have been incentivized to waive the one-week waiting period, but it's unclear how long it will take to process claims — especially with state offices so strained by a flood of them.



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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
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