



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

To: Northline Utilities and Nor Pro Employees
From: Emergency Operations Team
Re: Guidance Sheet #40 – Coronavirus Disease (COVID-19)
Date: April 24, 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
20	17	2	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Tips for Keeping Your Anxiety in Check

We all have things in our lives that are uncertain, even when we're not living through a pandemic—but they're manageable because they don't define our entire day or foreseeable future. As much as you probably don't want to give in to this new normal, reconstructing your life to work for your current situation (and focusing on things that are certain in your life right now) will help with the anxiety you're currently feeling. Here are a few steps to take:

Set a new routine

Sticking to a routine helps ground us and makes us feel safer. It's especially beneficial for kids, who are used to having a very structured school schedule. It doesn't have to be rigid, but setting dedicated times for things like schoolwork, meals, and exercise can help all family members keep their anxieties in check.



Engage in things that are meaningful

Think about what you can get your mind hooked on or interested in. Let's say you haven't played your guitar in a while. Set a time where you're actually picking up the instrument and playing around with it. If what's meaningful isn't something you're currently able to take part in the way you used to, think about how to make modifications so that you access it in your home.

Find new ways to continue doing the things you enjoy

If your normal routine consists of working out and plans with friends, find ways to incorporate these things into your week. Set a virtual happy hour with friends where you all connect over video chat. Many fitness



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companies are offering free trials of their apps, as well as daily livestreams where you can work out with others virtually. Now may be the time to purchase a few pieces of workout equipment to use at home, whether it's a yoga mat or set of dumbbells.

Know your boundaries

Whether it's talking with coworkers or friends and family, coronavirus can have a way of dominating the conversation. Sharing your experiences can be helpful—but it's important to identify for yourself how much is too much when it comes to the topic. If you're noticing the conversation is making you anxious, it's OK to say, "Maybe we should take a break from this. Tell me what you did with your day," to shift gears. This goes for media coverage as well—staying informed on new developments can be helpful, but make sure you're taking breaks from coronavirus news when you need it.



Practice mindfulness

Mindfulness is all about being present in the moment, which can be a big help during these uncertain times. Focus on what you can do for yourself now because that's the only thing you can really do. Grounding techniques, deep breathing, and mindfulness meditation apps can all help with this. There are plenty of free resources out there that can help get you started and are really beneficial to turn to if you do find yourself starting to spiral.



Box breathing is a very simple and even familiar type of stress management exercise. If you've ever found yourself inhaling and exhaling to a rhythm while you run or listen to music, you've taken the first steps. Box breathing is a type of paced breathing that follows a certain rhythm, and it can help you to minimize stress.

How to Practice Box Breathing

Box breathing is exceedingly simple to practice. Simply relax your body and do the following:

- Let out all of the air in your lungs to the count of four.
- Keep your lungs empty for a count of four.
- Inhale for a count of four.
- Keep your lungs full for a count of four.

Remember, this may go on for a while, but it's not going to be forever. Focus on what you can do in the now to stay happy and healthy, because ultimately those things are going to be vital stress relievers—and are tools you can take with you even after the pandemic is over.

Adapted from an article at northwell.edu



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Working Remotely – Tip of the Day

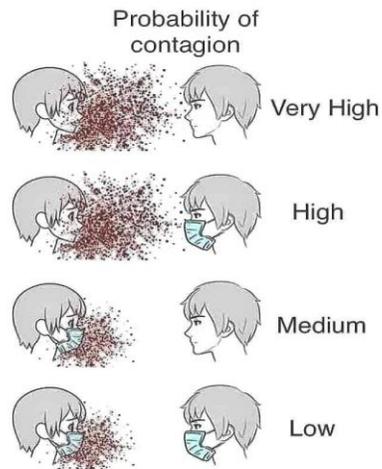
Set Multiple Alarms



Even if you don't have to be up as early to leave for the office, you should still set an alarm to commit to wake up at the same time. This will prevent you from sleeping in too late and will keep you on a healthy sleep schedule.

Human beings are creatures of habit. We are incredibly dependent on routines, schedules, and structure. Alarms aren't just for waking up. Consider adding an alarm for lunch and wrap-up since working from home tends to blur these lines.

Follow a strict routine and set specific work hours to be more focused, more alert, and more productive.



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.



Daily Self-Checker

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 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, sore throat, difficulty breathing, and/or cough?
6. Am I currently experiencing any of the following symptoms – fever greater than 100°F, sore throat, difficulty breathing, and/or cough?



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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

“People have said, “Don’t cry” to other people for years and years, and all it has ever meant is, “I’m too uncomfortable when you show your feelings. Don’t cry.” I’d rather have them say, “Go ahead and cry. I’m here to be with you.”” — Mr. Fred Rogers

