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15 School Lane, Suite 200, PO Box 656  
Au Sable Forks, NY 12912  
Phone: (518) 647-8198 Fax: (518) 647-5457

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To: Northline Utilities and NorPro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #49 – Coronavirus Disease (COVID-19)  
Date: May 5, 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	19	0	1

Our one Positive has recovered and is back at work.

## Strategy Guidance

### Working Remotely – Tip of the Day

#### Use Video Chat – GoTo Meetings – Microsoft Teams



Yes, the video conference—the hallmark of remote work. Working from home can get pretty lonely. Make it a point to chat with colleagues, team members, or clients each day.

Depending on the nature of your work, you could end up spending almost all of your day on video conferences chatting with your team. It's recommended that you work in a well-lit room; it brings out your best features.

Video chat is a great way to stay connected with your team. Meet regularly, and don't forget to relax and have a little fun.

### May is Mental Health Awareness Month

COVID-19 has been a crisis for mental health, too. Remember: You are never alone. For free emotional support, consultations and referrals to a provider, call 1-844-863-9314. For free meditation and mindfulness exercises, visit [headspace.com/ny](https://www.headspace.com/ny)

### How Routines Can Help Your Household Run More Smoothly During COVID-19

Given the new reality we find ourselves in, household routines are more important than ever. Routines can be something as simple as walking the dog together after dinner, having a movie night, or making a special



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dinner together once a week. Your family may really enjoy and benefit from a routine. But, remember, go easy on yourselves as you adjust to your home now being an office, a school, and a safe place for your family to be.

### **Routines that Help Children Develop**

Routines give children stability, which is something all children need. For instance, younger children learn to count on a bedtime story every night as a routine, while older children learn self-care routines, like brushing teeth or flossing before bed. Consider letting older children take on routines that help the entire family, such as taking out the garbage or washing the dishes. These types of routines help children create a sense of responsibility and show them the value in helping the whole family.

### **Make Mornings Easier with Routines**

By establishing routines at night that prepare everyone for the next day, you can ensure that the morning is not a stressful time. Encourage children to have nighttime routines that help them get ready for the next day, including writing out their schedule for the next day or deciding what they will make for breakfast when they wake up.

### **Make Dinners Easier with Routines**

You can take some of the stress away from preparing and serving a meal if you have family routines in place. Children can help set the table, clear the table, and wash the dishes, if age appropriate. Also, invite older children to take part in planning the meal: have them choose a recipe and help you make it once a week. As you eat, be sure to turn off the TV and put away any other entertainment materials. Make it a routine to talk over dinner and share stories.

### **Consider Family Meetings**

Now, more than ever, checking in with every member of your family at scheduled meetings can be helpful. Use the time to talk about important family topics, such as how everyone is handling their new schedule and new reality. You can also use this time to talk about things you will do in the future, so you all have something to look forward to. You may want to couple this night with family game night. Once everyone has shared and the meeting has been wrapped up, choose a game and start playing. This can also be a helpful tool for diffusing stress that family members may be feeling.

Dr. Delvina Miremadi-Baldino © 2020

### **Employee Assistance Services**

Some weeks ago, ESI created the Covid-19 resource center on the ESI member website, [www.theEAP.com/Union-AP](http://www.theEAP.com/Union-AP). They continue to update that resource center with new information every few days so login to see what's new.



When you log into the website, click on EMPLOYEE → EMPLOYEE & FAMILY LOGIN → REGISTER HERE → EMPLOYER/UNION = NORTHLINE. If any member or family member needs assistance to deal with anxiety or stress, **call 800.252.4555 to reach a counselor**. Services are free and confidential.



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## Use a Cloth Face Covering to Protect Others



- Wear a face covering to protect others from the virus that causes COVID-19 in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead

### SELF CHECK QUESTIONS

- Have I traveled from a country/region with widespread sustained transmission and/or sustained community transmission of COVID-19?
- Have I been in contact with someone who has traveled from either of the above and is now sick?
- Have I had contact with someone with lab confirmed COVID-19 in the last 14 days?
- Have I been told by a public health official that I may have been exposed to COVID-19?
- 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?
- Am I currently experiencing any of the above symptoms?

### Risk Assessment Guidance

The Emergency Operations Team has developed a Daily Self-Checker to be used by employees. 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.

### Picking up takeout food while slowing the spread of COVID-19?

- Order & pay online or over the phone when possible.
- Accept take-out without in-person contact or stay at least 6 feet away from others.
- Wash your hands with soap and water or use hand sanitizer with at least 60% alcohol after bringing home your food.

Learn more about taking essential trips at this time: <https://bit.ly/34ucuqJ>

When you wear a cloth face covering, you help protect those around you from COVID-19. When others wear their cloth face covering, they help protect those around them, including you. Help keep each other safe by properly using cloth face coverings when out in public. Learn more about properly wearing and handling cloth face coverings: <https://bit.ly/2R9av5m>






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**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
- 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](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.

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](mailto: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	<a href="mailto:jatkins@northlinellc.com">jatkins@northlinellc.com</a>
Lori Mayott	Public Information Officer/Incident Commander (Alt)	518-647-8198 ext. 322	518-488-8730	<a href="mailto:lmayott@northlinellc.com">lmayott@northlinellc.com</a>
Rick Aguilar	Liaison Officer/Public Information Officer (Alt)	518-647-8198 ext. 324	518-420-7078	<a href="mailto:raguilar@northlinellc.com">raguilar@northlinellc.com</a>
Rudy Kunz	Safety Officer/Liaison Officer (Alt)	518-647-8198 ext. 227	518-275-5583	<a href="mailto:rkunz@northlinellc.com">rkunz@northlinellc.com</a>
William Straight	Business-Customer Liaison/Incident Commander (Alt)	518-647-8198 ext. 231	518-569-4140	<a href="mailto:wstraight@northlinellc.com">wstraight@northlinellc.com</a>
Lee Pray	Human Resources/Safety Officer (Alt)	518-647-8198 ext. 234	518-726-6724	<a href="mailto:lpray@northlinellc.com">lpray@northlinellc.com</a>
Brandy Rousseau	Business-Customer Liaison (Alt)	518-647-8198 ext. 236	518-423-4914	<a href="mailto:brousseau@northlinellc.com">brousseau@northlinellc.com</a>
William Murty	Field Liaison	N/A	716-609-7461	<a href="mailto:BMurty@NorProLLC.com">BMurty@NorProLLC.com</a>

***“Courage is knowing it might hurt, and doing it anyway. Stupidity is the same. And that’s why life is hard.” – Jeremy Goldberg***

