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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 Nor Pro Employees  
 From: Emergency Operations Team  
 Re: Guidance Sheet #51 – Coronavirus Disease (COVID-19)  
 Date: May 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 |
|-------------------------------|---------------------------------------|--|---------------------------------------|
| 20                            | 19                                    | 0  | 1                                     |

Our one Positive has recovered and is back at work.

## Strategy Guidance

### Working Remotely – Tip of the Day

#### Don't Work in Your PJs



We know — this is one reason why people love working from home. If you enjoy working in your PJs, then you are killing your productivity. “Dress for success” isn’t just a corporate catchphrase; it really matters when you work from home.

Beyond psychologically getting you in the right mindset for work, you’ll be ready to handle any kind of video chat or check-in with a teammate. You’ll be prepared to get work done, and you will be mentally and physically prepared for the day.

Even if you don’t leave the house, dress for work as if you were in the office.

### 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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**'Stress Eating' While Social Distancing?  
Here are Some Tips to Avoid It**

Trapped in the house with a cupboard full of food: Social distancing during the COVID-19 pandemic can spawn an unintended side effect -- stress eating.

It may be tempting to ease your anxiety with your favorite comfort foods, but emotional eating can hurt you physically and mentally, according to experts from Rush University Medical Center in Chicago.



These tips, from Joyce Corsica, director of outpatient psychotherapy and bariatric psychology at Rush, and clinical psychologist Mackenzie Kelly, can help you ward off bad eating habits.

**Set a schedule and stick to it:** It will help stop you from going to the kitchen for an unnecessary nosh. "Include chunks of time for work, relaxation/exercise, eating, and communication with others," Corsica suggested. "If you have an outline planned, you are less likely to feel like the day is a big empty space, which can make you feel rudderless and may lead to overeating."

**Eat healthy meals:** Kelly recommended planning meals and snacks at the start of each day. "If you wait until you're hungry to decide what you're going to eat, you may end up eating more or choosing something higher in calories than if you had planned your meal and snacks in advance," she warned. Remember: Processed foods may be convenient, but these foods make it easier to overeat. Choose healthy options instead.

**Avoid cravings:** When you're bored, it's easy to turn to food, so keep busy. "If you feel stuck, bored, lost, or frustrated, try to understand and label the feeling and then decide what you can do about it," Corsica said. "That might be finding a smaller task to work on, changing tasks entirely, taking a break, or checking in with a colleague."

**Keep tasks separate:** Don't use your bedroom as a dining room. "Designate one place in your home as the place where you will eat and try to keep your work and relaxation spaces in your home separate from where you eat," Kelly said.

**Find other ways to manage stress:** Try reaching out to a friend or family members, cleaning out a closet or drawer, streaming a free home exercise class, or any other healthy strategy to help reduce stress.

**Stay connected:** It's easy to isolate yourself. Use technology to keep in touch with loved ones. Host a Netflix watch party, FaceTime friends and loved ones often, and don't be afraid to give them a call.

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**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)



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### Visiting Parks and Recreational Facilities

Staying physically active is one of the best ways to keep your mind and body healthy. In many areas, people can visit parks, trails, and open spaces as a way to relieve stress, get some fresh air and vitamin D, stay active, and safely connect with others.



Know before you go: While these facilities and areas can offer health benefits, it is important that you follow the steps below to protect yourself and others from COVID-19.

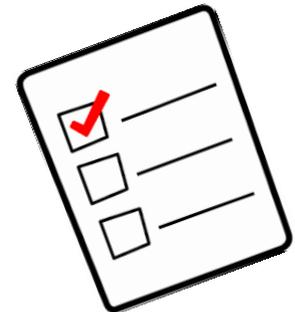
#### DO

- ✓ Visit parks that are close to your home
- ✓ Prepare before you visit
- ✓ Stay at least 6 feet away from others ("social distancing") and take other steps to prevent COVID-19
- ✓ Play it safe around and in swimming pools. Keep space between yourself and others

#### DONT

- ✗ Visit parks if you are sick or were recently exposed to COVID-19
- ✗ Visit crowded parks
- ✗ Use playgrounds
- ✗ Use hot tubs, spas, water playgrounds, or water parks
- ✗ Participate in organized activities or sports

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 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?



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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<br>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<br>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<br>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<br>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<br>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<br>ext. 234 | 518-726-6724 | <a href="mailto:lpray@northlinellc.com">lpray@northlinellc.com</a>         |
| Brandy Rousseau  | Business-Customer Liaison (Alt)                     | 518-647-8198<br>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>             |

***“The same boiling water that softens the potato hardens the egg. It’s about what you are made of, not your circumstances.” – unknown***

