



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 #66 – Coronavirus Disease (COVID-19)
Date: June 18, 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
22	21	0	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Deciding to Go Out

What you need to know:

- In general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.
- If you decide to engage in public activities, continue to protect yourself by practicing everyday preventive actions.
- Keep these items on hand when venturing out: a cloth face covering, tissues, and a hand sanitizer with at least 60% alcohol, if possible.



As communities and businesses are opening, you may be looking for ways to resume some daily activities as safely as possible. While there is no way to ensure zero risk of infection, it is important to understand potential risks and how to adopt different types of prevention measures to protect yourself and to help reduce the spread of COVID-19. As a reminder, if you have COVID-19, have symptoms consistent with COVID-19, or have been in close contact with someone who has COVID-19, it is important to stay home and away from other people. When you can leave home and be around others depends on different factors for different situations. Follow CDC's recommendations for your circumstances.

In general, *the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.* So, think about:

- How many people will you interact with?
 - Interacting with more people raises your risk.





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- Being in a group with people who aren't social distancing or wearing cloth face coverings increases your risk.
- Engaging with new people (e.g., those who don't live with you) also raises your risk.
- Some people have the virus and don't have any symptoms, and it is not yet known how often people without symptoms can transmit the virus to others.

- Can you keep 6 feet of space between you and others? Will you be outdoors or indoors?
 - The closer you are to other people who may be infected, the greater your risk of getting sick.
 - Keeping distance from other people is especially important for people who are at higher risk for severe illness, such as older adults and those with underlying medical conditions.
 - Indoor spaces are more risky than outdoor spaces where it might be harder to keep people apart and there's less ventilation.

- What's the length of time that you will be interacting with people?
 - Spending more time with people who may be infected increases your risk of becoming infected.
 - Spending more time with people increases their risk of becoming infected if there is any chance that you may already be infected.

What to Consider Before You Go

Asking these questions can help determine your level of risk:

Is COVID-19 spreading in my community?

Find out by viewing the latest [COVID-19 information](#) and a [map of states with reported COVID-19 infections](#).



What are the local orders in my community?

Review updates from your [local health department](#) to better understand the situation in your community and what local orders are in place in your community. Also find out about school closures, business re-openings, and stay-at-home orders [in your state](#).

Will my activity put me in close contact with others?

Practice [social distancing](#) because COVID-19 spreads mainly among people who are in [close contact](#) with others.

- It's important that you and the people around you wear a [cloth face covering](#) when in public and particularly when it's difficult to stay 6 feet away from others consistently.
- Choose outdoor activities and places where it's easy to stay 6 feet apart, like parks and open-air facilities.
- Look for physical barriers, like plexiglass screens or modified layouts, that help you keep your distance from others.
- Use visual reminders—like signs, chair arrangements, markings on the floor, or arrows—to help remind you to keep your distance from others.





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Am I at risk for severe illness?

Older adults and people of any age who have serious underlying medical conditions might be at [higher risk for severe illness](#) from COVID-19. While the risk for severe illness is lower for others, everyone faces some risk of illness. Some people have no symptoms, others have mild symptoms, and some get severely ill.

Do I live with someone who is at risk for severe illness?

If you live with older adults or someone with certain underlying medical conditions, then you and all family members should take extra precautions to minimize risk. [Learn more about what you can do if you or any members of your family are at higher risk of severe illness from COVID-19.](#)

Do I practice everyday preventive actions?

Continue to protect yourself by [practicing everyday preventive actions](#), like monitoring yourself for symptoms, not touching your face with unwashed hands, washing your hands often, [social distancing](#), [disinfecting surfaces](#), wearing [cloth face covers](#), and staying home if you are sick.

Will I have to share any items, equipment, or tools with other people?

Choose places where there is limited sharing of items and where any items that are shared are thoroughly cleaned and disinfected between uses. You can also choose to visit places that share, post, or announce that they have increased [cleaning and disinfection](#) to protect others from COVID-19.



Will I need to take public transportation to get to the activity?

Public transit can put you in close contact with others. When using public transportation, follow CDC's guidance on how to [protect yourself when using transportation](#)

Does my activity require travel to another community?

Before considering trips outside your community, consult [CDC's travel considerations](#).

If I get sick with COVID-19, will I have to miss work or school?

If you are sick with COVID-19, stay home. Also find out about your [work](#) or [school's](#) telework or sick leave policy.

Do I know what to do if I get sick?

Know the [steps to help prevent the spread](#) of COVID-19 if you are sick.



Venturing out? Be Prepared and Stay Safe

Get tips to keep you and others safe when you venture out. Follow the links below:

- [Running Essential Errands](#)
- [Doctor Visits and Getting Medicines](#)
- [Personal and Social Activities](#)



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Northline Utilities 2020 Safety and Leadership Summit

The Summit is going virtual!!! This year's Summit will be held on June 19th as a virtual event. Please reach out to Peg Bombard at 518-647-8198 or pbombard@northlinellc.com to register.

Employee Assistance Services

Many weeks ago, ESI created the Covid-19 resource center on the ESI member website, 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.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

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.

In addition, the EAP has an excellent online training that focuses on diversity. While this training ("**As Simple As Respect: Diversity, Respect, and Inclusion in the Workplace**") was created to address diversity in the workplace, the principles outlined in the training apply throughout our society.

As always, if there are other issues you would like to discuss, please don't hesitate to call the counseling line for assistance—**800-252-4555**.

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?



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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

“Every successful individual knows that his or her achievement depends on a community of persons working together.” – Paul Ryan

