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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 #73 – Coronavirus Disease (COVID-19)  
Date: July 27, 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
28	27	0	1

Our one Positive has recovered and is back at work.

## Strategy Guidance

We're all ready to start seeing our family and friends again and continuing to forgo all social activities — especially gathering with your family — can seem like a lot to ask.

But, given that COVID-19 spreads easily from person-to-person, the reality is that any gathering of people poses risks. Social distancing includes reducing close contact with people who are not a part of your household — even if he or she is a part of your extended family.

If you have a family member who is considered high risk, know that he or she is likely taking extra precautions to stay safe during the COVID-19 pandemic. To still include your high-risk family members in the gathering, use digital tools that can help you gather virtually. In addition, if someone in your household is high risk, avoid hosting a family gathering at your home, as this could put him or her at greater risk.

If you do decide to attend a gathering or event, here are some tips to limit your exposure.

### Attending an Event or Gathering

#### Prepare before you go:

- Stay home if you have been diagnosed with COVID-19 (symptoms of COVID-19), if you are waiting for COVID-19 test results, or may have been exposed to someone with COVID-19.
- Check with the organizer or event venue for updated information about any COVID-19 safety guidelines and if they have steps in place to prevent the spread of the virus.



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- Prioritize attending outdoor activities over indoor activities and stay within your local area as much as possible.
- Bring supplies to help you and others stay healthy—for example, cloth face coverings (bring extra), hand sanitizer with at least 60% alcohol, and drinking water.

**Use social distancing and limit physical contact:**

- Maintain a distance of at least 6 feet or more from people who don't live in your household. Be particularly mindful in areas where it may be harder to keep this distance, such as check-in areas, parking lots, and routes of entry and exit.

Every household has a different risk of exposure to coronavirus. For instance, if someone in your family works in a place where he or she frequently interacts with people who are sick, like a hospital, or where social distancing is challenging, like a grocery store, his or her risk of exposure to COVID-19 is likely higher. If a family member has just traveled or dines at restaurants regularly, his or her risk of exposure may be higher as well.

- Select seating or determine where to stand based on the ability to keep 6 feet of space from people who don't live in your household, including if you will be eating or drinking.

Even though you're outside or you're around family, you still need to maintain social distancing.

While having a conversation, remember that six feet is probably further than you think — about two arm's lengths. You may even want to use tables or other physical barriers as a reminder to keep your distance from attendees that aren't a part of your household.

- Arrive to the event early or at off-peak times to avoid crowding and congested areas.
- Avoid using restroom facilities or concession areas at high traffic times, such as intermission, half-time, or immediately at the end of the event.

While you will try to stay outdoors as much as possible, nature will likely call. To limit the risk of touching potentially contaminated surfaces inside the home, as well as potentially contaminating surfaces themselves, make sure you know exactly how to get to the restroom. In addition, use paper towels in the bathroom so you and other guests aren't sharing a hand towel.

**Wear cloth face coverings:**

- Wear a cloth face covering when interacting with other people to minimize the risk of transmitting the virus.

In addition, don't feel like wearing your cloth mask is silly since you're outdoors and social distancing. While it may not protect you from catching COVID-19, it may protect you from spreading it if you're infected and don't yet know it.

- Wearing cloth face coverings is most important when social distancing is difficult.
- Cloth face coverings are strongly encouraged in settings where individuals might raise their voices, such as shouting, chanting, or singing.



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**Limit contact with commonly touched surfaces or shared items:**

- Use touchless garbage cans or pails and cashless payment options when possible. Otherwise, exchange cash or card by placing payment in a receipt tray, if available, or on the counter.
- Avoid any self-serve food or drink options, such as buffets, salad bars, and condiment or drink stations. Use grab-and-go meal options, if available.

It's best for each family household to bring its own food and drinks. One relatively safe way to serve your family food is to serve freshly cooked meat directly off of your grill or barbecue pit. However, it's best to have only one person from each family fill a platter of meat for his or her entire table. Each household should still bring its own sides and drinks.

- Use disposable food service items including utensils and dishes, if available.
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer immediately before eating food or after touching any common surfaces like hand railings, payment kiosks, door handles, and toilets.

**Contact Tracing**

Contact tracing is key to slowing the spread of COVID-19 and helps keep you, your family, and your community safe. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread.

**If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.**

For more information visit: <https://coronavirus.health.ny.gov/new-york-state-contact-tracing> and <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>

**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](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>



**“At the end of the day, we can endure much more than we think we can.” – Frida Kahlo**