



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 #108 – Coronavirus Disease (COVID-19)
Date: April 5, 2021

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
149	95	2	52

Strategy Guidance

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 had any of the following symptoms in the last 14 days or I currently have – fever greater than 100°F, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, chills, headache, sore throat, new loss of taste or smell, congestion or runny nose, diarrhea?
2. In the last two weeks, have you been in close contact with someone who has COVID-19 or is now sick?
You have been in close contact if you have:
 - been within 6 feet of someone who has COVID-19 for a combined total of 15 minutes **or** more over a 24-hour period **or**
 - provided care at home to someone who is sick with COVID-19 **or**
 - had direct physical contact (hugged or kissed) with someone who has COVID-19 **or**
 - shared eating or drinking utensils with someone who has COVID-19 **or**
 - been sneezed on or coughed on by someone who has COVID-19
3. Have I been told by a Public Health Official that I may have been exposed to COVID-19 and/or I am subject to a quarantine order?



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4. In the last 14 days, have you tested positive for coronavirus?
5. Have you returned to New York from a non-contiguous state per Governor Cuomo's Executive Order 205.2 or any international destinations requiring quarantine in the past 14 days?

The COVID-19 Vaccine

Vaccines are available at pharmacies, hospitals, local health departments and Federally Qualified Health Centers statewide – please contact your provider of choice to schedule your vaccine appointment. You can use this website for scheduling an appointment at a New York State-run site only. To determine eligibility and schedule an appointment at one of these sites, use the [Am I Eligible app](#).

In addition to State-run vaccination sites, you could also go to <https://vaccinefinder.org/> to find information on vaccine appointments near you.

COVID-19 Vaccine Paid Leave for Employees

Effective Date: March 12, 2021

All New York employers are now required to provide a paid leave of absence to employees for “a sufficient period of time, not to exceed four hours per vaccine injection,” to obtain the COVID-19 vaccine. For employees receiving the authorized Moderna and Pfizer vaccinations, each of which requires two consecutive doses weeks apart, the new leave law requires employers to grant up to eight hours of total leave for vaccination (up to four hours on two different occasions). The new law is, however, specific to COVID-19 vaccinations, and does not apply to other types of vaccination. Employers must pay employees at their regular rate of pay for any hours of vaccination leave. Documentation to verify use of vaccination leave (providing your vaccination record) is required upon use of this leave.

New NYS Travel Guidelines

The travel guidelines require all New Yorkers, as well as those visiting from out-of-state or another country, to take personal responsibility for compliance in the best interest of public health and safety.

Asymptomatic travelers entering New York from another U.S. state or territory are no longer required to test or quarantine as of April 1, 2021. Quarantine, consistent with the CDC recommendations for international travel, is still recommended for domestic travelers who are not fully vaccinated or have not recovered from laboratory confirmed COVID-19 during the previous 3 months. Symptomatic travelers must immediately self-isolate and contact the local health department or their healthcare providers to determine if they should seek COVID-19 testing.

All travelers entering New York from a state that is not a contiguous state who have been outside of New York for more than 24 hours must complete the [Traveler Health Form](#). Contiguous states to New York are Pennsylvania, New Jersey, Connecticut, Massachusetts and Vermont.



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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.

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