



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 NorPro Employees
From: Emergency Operations Team
Re: Guidance Sheet #11 – Coronavirus Disease (COVID-19)
Date: March 26, 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
5	4	1	0

Strategy Guidance

Coronavirus COVID-19 Global Cases by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU)

We have been referencing the CSSE at Johns Hopkins University when we discuss trending in confirmed cases / region. To view this information, you can visit: <https://coronavirus.jhu.edu/map.html>.



Risk Assessment Guidance

The Emergency Operations Team is working on a Risk Assessment Guidance to be used by employees on a regular basis. This guidance will assist in assessing risk levels for individuals and aid in when to contact the Emergency Operations Team Liaison Officer.

While we cannot control people's personal time off, we do ask that employees do their best to stay safe and ask that they make smart choices about how and where they go out in public.



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Employee Assistance Services

Some 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.



When you log into the website, click on EMPLOYEE → EMPLOYEE & FAMILY LOGIN → REGISTER HERE → EMPLOYER/UNION = NORTHLINE.

Plus, they have just added 5 new video trainings to help members with the Covid-19 epidemic. You can access the new videos by logging on to the ESI website www.theEAP.com/Union-AP. Links to each of the training videos can be found in the Coronavirus (COVID-19) Resource & Training Center after you've logged in to the site.

If any member or family member needs assistance to deal with anxiety or stress, **simply call 800.252.4555 to reach a counselor.** Services are free and confidential.

NYS COVID-19 Paid Sick Leave Benefits - Update

On Wednesday March 18th, New York State lawmakers approved paid sick-leave and quarantined worker protections. NYS has tiered the benefits based on the number of employees an employer has and states the Paid Leave Benefit applies to employees who are subject to mandatory or precautionary orders of quarantine or isolation.

The NYS COVID-19 Paid Benefits are as follows:

- A. If an employer has 10 or fewer employees and the employer has a net income less than \$1 million last year then the employer must provide its employees with:
 - Guaranteed job protection for the duration of the quarantine order.
 - Compensation for the duration of their quarantine through your existing Paid Family Leave (PFL) and Disability Benefits (DB) policy up to \$2,884.62 per week.
- B. If an employer has 10 or fewer employees and had a net income greater than \$1 million last year then the employer must provide its employees with:
 - At least 5 days of paid sick leave and guaranteed job protection for the duration of the quarantine order.
 - Compensation for the remainder of their quarantine through your existing PFL and DB policy up to \$2,884.62 per week.
- C. Employers with 11-99 employees must provide their employees with:
 - At least 5 days of paid sick leave and guaranteed job protection for the duration of the quarantine order.
 - Compensation for the remainder of their quarantine through your existing PFL and DB policy up to \$2,884.62 per week.



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- D. Employers with 100 or more employees must provide their employees with:
- Guaranteed job protection for the duration of the quarantine order.
 - Up to 14 days of paid sick leave (must apply within 30 days of quarantine order).

EXEMPTIONS:

- If an employee is still able to work (by remote access capabilities or otherwise), the employer does not have to provide additional paid leave.
- Excludes employees who have traveled to CDC-designated Level 2 or Level 3 countries for non-employment purposes if the traveler was made aware of the CDC travel health notice status before entering the at-risk country.

NYS COVID-19 Benefits for Employees Whose Minor Child is Under Mandatory or Precautionary Order of Quarantine or Isolation:

An employee who meets the eligibility requirements for NYS paid family leave, which are as follows:

- Full Time Employees: If you work a regular schedule of 20 or more hours per week, you are eligible after 26 consecutive weeks of employment with your employer;
- Part Time Employees: If you work a regular schedule of less than 20 hours per week, you are eligible after working for your employer for 175 days, which do not need to be consecutive;

who must miss work to care for a child who is under a mandatory or precautionary order of quarantine or isolation is entitled to up to 10 weeks protected leave with paid family leave benefits at 60% of the employee's average weekly wage (looks at prior 8 weeks of wages) up to a maximum of \$840.70 per week.

Paid Family Leave Benefits to Care for a Family Member with a Serious Illness:

An employee who meet the eligibility requirements for NYS paid family leave which are as follows:

- Full Time Employees: If you work a regular schedule of 20 or more hours per week, you are eligible after 26 consecutive weeks of employment with your employer;
- Part Time Employees: If you work a regular schedule of less than 20 hours per week, you are eligible after working for your employer for 175 days, which do not need to be consecutive;

may be eligible for Paid Family Leave to take care of a family member who has the Coronavirus, if a health official determines that it is a serious illness. Paid Family leave is paid at 60% of the employee's average weekly wage (looks at prior 8 weeks of wages) up to a maximum of \$840.70 per week.

Nothing in the law diminishes any rights that employees may have under federal, state or local laws: collective bargaining agreements or an employer's existing policies.

**Working Remotely – Tip of the Day
Stay Off Social Media**



I think we can agree that we are all guilty of this one from time to time. Social media can be a giant time-suck if you aren't careful. Minimizing use of social media (i.e. scrolling) helps avoid distractions, so you can focus on getting more done.

If you love using social media, then make it a habit to shut off social media notifications during the day. Consider muting your notifications on your phone.





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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

Also, Immediate Notice is Required to be Given if any individual has:

- Tested positive for COVID-19;
- Encountered someone known to have tested positive for COVID-19; or
- 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

“Power comes not from knowledge kept but from knowledge shared.” – Bill Gates

