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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 NorPro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #18 – Coronavirus Disease (COVID-19)  
Date: April 2, 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
7	6	1	0

## Strategy Guidance

### Customer Measures

The Northline Utilities COVID-19 Emergency Operations Team is meeting daily to monitor the wide range of issues associated with COVID-19. The Team reviews the evolving recommendations from the appropriate regulatory agencies so that they can be incorporated into our strategy and developing processes. They also are gathering and assessing information provided by our customers.

The COVID-19 Emergency Operations Team is working with the Project Teams to review and institute best practices across our organization.

Some of the best practices that we have identified, and have/are instituting are:

- Reviewing the Daily Self-Checker Each Morning before coming to work
- Not coming to work if you are sick
- Handle your own tools
- Maintain continuity of equipment operators, clean between operators if there is a change
- Do not pass around the safety briefing for signatures, one person signs for all
- Tailboards and meetings to be done outside so social distancing is not an issue
- Nightly cleaning and disinfecting of common areas and frequently touched surfaces
- Restricting visitor access to the work site
- Maintaining distance (approximately 6 feet or 2 meters) from others when possible
- One person in a vehicle / One person in a bucket



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The groups are currently working through each crew and work site to determine the best way to address having one person in a vehicle / piece of equipment. The solutions are varied and will depend on geographical location and availability of vehicles.

In some cases, it might be necessary to authorize the usage of personal vehicles. If this is the case, the supervisor will discuss this with the crew and the individuals.

Below are guidance points for personal vehicle use on Northline Utilities jobs:

- As always, no firearms are allowed to be stored in personal vehicles in the show up or work locations
- Vehicles with derogatory, racist, vulgar, and offensive stickers and decals are not permitted to be used on our job sites
- Personal vehicles are only to be used to transport people. Any tools, material or scrap must be transported in a Northline vehicle
- Personal vehicles should either parked in and made a part of the work zone or parked far enough away that they don't affect the work zone
- Vehicles must be insured

Again, we ask that if you receive information or inquiries from customers, trade partners, or suppliers that you direct them to the COVID-19 Emergency Operations Team. We want to ensure that these items are addressed in a timely and consistent manner. Northline is committed to providing a safe place to work and maintaining the level of service to which our customers are accustomed.

### **Working Remotely – Tip of the Day**

#### **Don't Work in the Living Room**



This is another productivity killer. Some folks might think “working from home” is a day to binge Netflix. *Wrong!*

It's wise to take to heart why working at home works. It's not about avoiding meetings and conference calls. In fact, quite the opposite. Remote workers know the responsibility that comes with working in their quarters.

Avoid the TV and other digital distractions so you can focus on your work and getting things done. Avoid watching TV while working; it sucks up your focus from the purpose of working at home. Instead, stream music that complements your work style.

### **Frequently Asked Questions**

We have asked all of you to elevate your questions regarding the Northline Utilities COVID-19 response to the Emergency Operations Team either directly or through your Functional Manager. Many of these questions brought forth by different groups and individuals are relevant to the whole organization. Therefore, we will be including the questions and the responses in our Guidance Sheets going forward.



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Question #1: Can we just make a divider of some sort and put it in between the driver and passenger in a Truck?

Response #1: Making a divider and putting it in between the driver and the passenger in a truck isn't best practice in preventing transmission. This is why the COVID-19 Emergency Operations Team is working with the Project Teams to determine the best way to address having one person in a vehicle / piece of equipment.

Question #2: What is the company policy about 2 men riding in a truck before starting time?

Response #2: The COVID-19 Emergency Operations Team feels the same about 2 men riding in a truck **before** starting time as **during** work time. Carpooling is not best practice for preventing transmission.

Question #3: Can I split the money for the hotel room with another person and get two rooms so I don't have to have a roommate?

Response #3: Yes, if you would like to get two rooms and split the hotel room payment with someone else you can.

### 2020 Safety & Leadership Summit

The Safety and Leadership Summit Planning Committee has decided to postpone the Summit that was scheduled for May 14 & 15, 2020. Please cancel any reservations that you have made. Additional information will be shared in the guidance sheets as new dates are confirmed.

### 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.



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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>



***“It’s not the size of the dog in the fight, it’s the size of the fight in the dog.” – Mark Twain***

**Please print and post the following poster in common areas of your work space.**

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)

