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To: Northline Utilities and NorPro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #19 – Coronavirus Disease (COVID-19)  
Date: April 3, 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
8	6	1	1

## Strategy Guidance

### Take Time for Yourself

In this time of uncertainty, we can forget to take time for ourselves. Self-care can prevent burnout, reduce the negative effects of stress, promote a healthy work-life balance and help you refocus.

One of the biggest barriers to practicing self-care is guilt. Remember that you aren't just serving yourself when you set apart time to recharge, but also everyone around you. By taking care of yourself first you'll have more energy and attention for the people you love.

Some ideas for self-care:

- Take a leisurely 10-minute walk
- Disconnect from your phone for 30 minutes
- Take a nap
- Read a book
- Spend dedicated time with people you care about
- Try yoga or relaxation techniques
- Cook a healthy meal

If you have never tried meditation or other relaxation techniques now may be the time to start. Meditation consists of focusing your attention as a way to calm the mind. Breathing is a common focus point in many



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different types of meditation. Because staying focused on your breath removes distractions, worries, and restlessness from the mind.

While the practice of meditation dates back centuries, it has recently gained a newfound popularity. Why? Meditation is accessible to everyone and can be tailored to accommodate a variety of time constraints, demanding responsibilities, physical disabilities, and lack of space.

This guided meditation brings a visual component to a very simple deep breathing exercise. You can do this standing or seated.

1. Relax your body and begin to take deep inhales and slow exhales through the nose.
2. Start to take a slow, deep breath to fill your belly up with air, as if you're trying to blow up a big balloon. Expand your belly as much as you can.
3. Slowly let the air out of the balloon (through the nose) as you release the breath from the belly.
4. Encourage your kids to feel their entire body relax each time they exhale; each time air is slowly being released from the balloon. You can even make a "hissing" noise to encourage them to slow down the exhale even more, "Like letting air out of the balloon."
5. Continue for several minutes.



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

#### **Exercise & Stretch Regularly**

Exercise naturally boosts endorphins, which increases happiness, enjoyment, and interest levels, all of which are important for productivity.

Regularly stretching helps you maintain great posture. At a minimum, stretch throughout the day so you don't get sore.

You can also leave yourself motivational sticky notes by your bed, so they are the first thing you see and read in the morning. We recommend exercising in the morning when you have fewer objections and a longer payoff throughout the day.

If your day allows, take a lunch break and go for a walk or stretch.



### **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.



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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.

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***“Self-care is giving the world the best of you, instead of what’s left of you.” – Katie Reed***

