



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 #29 – Coronavirus Disease (COVID-19)
Date: April 13, 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
10	9	0	1

Strategy Guidance

Travel – within the US / within NYS

With the number of weather events occurring throughout the Northeast United States, Northline Utilities employees have been called to respond in various capacities. The following is a list of things to keep in mind as you are traveling.

Cases of coronavirus disease (COVID-19) have been reported in all states, and some areas are experiencing community spread of the disease. Crowded travel settings, like gas stations and service centers, may have increased chances of getting COVID-19, if there are other travelers with coronavirus infection.

Things to consider when traveling:

- Is COVID-19 spreading in the area where you're going?
If you have questions about your destination, you should check your destination's local health department website for more information.

<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>

- Should I carry my Essential Business Letter with me?
Please make sure that you carry your Essential Business Letter with you as you conduct business for Northline Utilities or NorPro. These letters were distributed previously. If you have not received your letter, please contact your manager or supervisor.



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- What can I do to protect myself in public settings while traveling?

The best way to prevent illness is to avoid being exposed to this virus.

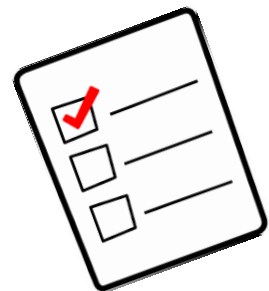
Everytime we go out in public, we need to be vigilant in protecting ourselves and others. We also need to be patient and understanding. This is an uncertain time and people are extremely emotional. Be a role model and practice compassion and empathy with others.

Whether in the workplace or out in public, the steps you take to protect yourself and others are similar.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact – maintain 6' distance between one another
- Avoid close contact with people who are sick
- Cover your mouth and nose with a cloth face cover when around others. The cloth face cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Be aware of frequently touched surfaces. This includes doorknobs, countertops, cart handles, gas pumps, coffee pot handles, key pads, toilets, and faucets.
- Do not carpool with others.



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.

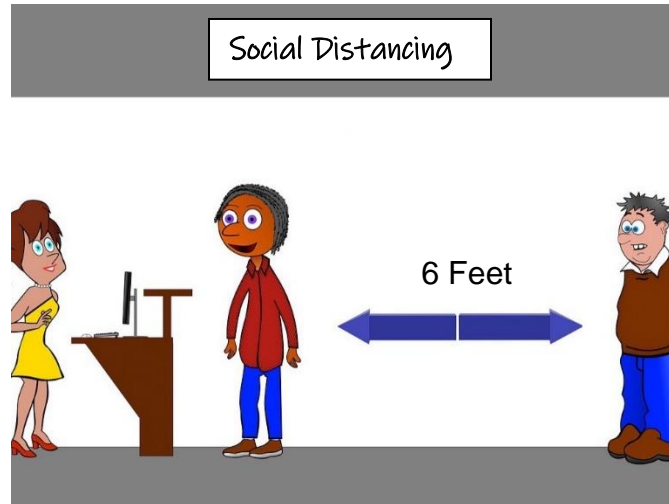




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Daily Self-Checker

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 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, sore throat, difficulty breathing, and/or cough?
6. Am I currently experiencing any of the following symptoms – fever greater than 100°F, sore throat, difficulty breathing, and/or cough?



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



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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

“At the end of the day, all you need is *Hope* and *Strength*. *Hope* that it will get better, and *Strength* to hold on until it does.” – *unknown*



Please print and post the following poster in common areas of your workspace.

