



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 #2 – Coronavirus Disease (COVID-19)
Date: March 17, 2020

Overview

Our Northline Utilities Emergency Operations Team is meeting daily to monitor and discuss the wide range of issues associated with COVID-19. New and updated information is continually being released as this dynamic situation progresses. The team is reviewing this information and discussing its application to our work sites.

The Emergency Operations Team will continue to issue these Guidance Sheets sharing information and best practices with our employees. **These sheets will be distributed company-wide, and our expectation is that these measures will be communicated and implemented.** We ask that communications be shared by Project Managers and Construction Managers with project teams and field personnel.

Why Social Distancing?

Social distancing is a public health practice that aims to prevent sick people from coming in close contact with healthy people in order to reduce opportunities for disease transmission. It can include large-scale measures like canceling group events or closing public spaces, as well as individual decisions such as avoiding crowds.

With COVID-19, the goal of social distancing right now is to slow down the outbreak in order to reduce the chance of infection among high-risk populations and to reduce the burden on health care systems and workers. Experts describe this as "flattening the curve," which generally refers to the potential success of social distancing measures to prevent surges in illness that could overwhelm health care systems.

The link below is from an article in the Washington Post. It uses simulated models to demonstrate the concept of social distancing and its effect on a population facing a pandemic. The key is to focus on the middle number (light blue on the graph's). The best scenario is the one with the highest number of people that remain healthy.

https://www.washingtonpost.com/graphics/2020/world/corona-simulator/?fbclid=IwAR2Ue_iRurZZP1b9L6qzmJniWayFqFBaVjqvJoK6WEdbYm85JP5Gumjiwpo

Strategy Guidance

This interim guidance is based on what is currently known about the COVID-19 disease. This information and guidance were obtained by the Centers of Disease Control & Prevention (CDC) and the Department of Health (DOH).

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



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General Precautions



- Stay home if you are sick and don't come to work until you are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants)
 - Public Health is reliant on each of us exercising good judgement. Please don't put your co-workers at risk.



- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Avoid touching eyes, nose or mouth with unwashed hands.



- Cover your mouth and nose when you cough or sneeze with a tissue or use the inside of your elbow.

Access to Northline Facilities – External Visitors

- Effective Immediately - No outside visitors will be allowed entry to a Northline Office / Job Trailer unless they are part of a mandatory or essential business activity.
- The Emergency Operations Team may grant exceptions for visitors. For visitors who are allowed, they will be limited to certain areas within our facilities and a list of visitors should be maintained at each location (near entrances).

Please Post Attached Visitor Restriction Sign on All Entrances.

Please Post Attached Visitor Log at All Entrances.

Travel and Meeting Participation

- Limit all non-essential business travel and utilize technology instead.
 - Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. If meeting in-person is necessary, keep interactions short.
 - All travel requiring an overnight stay must be approved by a member of the Emergency Operations Team. Your manager must approve all travel (including trips that were previously approved) until further notice.
- Travel between work sites, show-ups, and Northline Offices should be limited.



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- Crew interactions should be limited. It might be necessary to stagger start times for different crews. Any combining / separating of previously distinct crews should be documented – who, when, where, why.
- Daily or weekly group meetings (i.e. weekly safety meetings at show-ups) should be conducted in a way that limits close contact of participants.

Some ideas include:

1. Hold multiple meetings on the same topic and limit the number of participants
 2. Hold meetings outside or in a room where a minimum of 6 feet between participants can be maintained.
 3. Use handouts / e-mails / conference calls to distribute information
- 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 travel.

Cleaning and Disinfection

Clean all frequently touched surfaces daily. These include some of the listed below:

- Desks and chairs;
- Door handles, push plates and handrails;
- Kitchen and bathroom faucets;
- Appliance surfaces;
- Light switches;
- Handles on equipment and tools;
- Steering Wheels and operating Levers;
- Shared telephones, computers, keyboards and mice

Project trailers, offices, and trucks / equipment should be cleaned daily. Individuals in those locations are expected to assist in daily cleaning.

Use cleaning agents such as detergent or soap and water prior to disinfection.

Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects.

For further guidance on How to Clean and Disinfect Surfaces visit the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Or the NYS Department of Health:

https://health.ny.gov/diseases/communicable/coronavirus/docs/cleaning_guidance_general_building.pdf

There has been a lot of media coverage around the availability of Clorox Disinfecting Wipes®, Lysol® Spray, and Purell®. These items continue to be unavailable in some areas or in limited quantities in other.



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There are other products that have shown to be effective against Coronavirus. Below are two lists of alternative disinfectants.

For a list of the EPA's Registered Antimicrobial Products for Use Against Coronavirus visit:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

New York State Registered Disinfectants Based on EPA List
http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf



We were able to obtain 18 gallons of Clorox Germicidal Bleach from the local Home Depot in Clifton Park. We are recommending that each Northline location reach out to local stores – Lowe's, Home Depot, Ace Hardware Stores, etc... to obtain cleaning and disinfecting products. If you are unable to obtain listed products, please contact Lori Mayott, Public Information Officer (518-488-8730; lmayott@northlinellc.com).

When diluting concentrated products follow the manufacturer's instructions. If diluting household bleach, please follow the recommended CDC guidelines for proper ratios.

Notification

Immediate Notice is Required to be Given if any individual on this project site 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 interim guidance, please do not hesitate to contact a member of the Emergency Operations Team.

Name	ICS Role	Office Number	Cell Number
Jamie Atkins	Incident Commander	518-647-8198 ext. 201	518-569-8702
Lori Mayott	Public Information Officer / Incident Commander (Alt)	518-647-8198 ext. 322	518-488-8730
Rick Aguilar	Liaison Officer / Public Information Officer (Alt)	518-647-8198 ext. 324	518-420-7078
Rudy Kunz	Safety Officer / Liaison Officer (Alt)	518-647-8198 ext. 227	518-275-5583
William Straight	Business-Customer Liaison / Incident Commander (Alt)	518-647-8198 ext. 231	518-569-4140
Lee Pray	Human Resources / Safety Officer (Alt)	518-647-8198 ext. 234	518-726-6724
Brandy Rousseau	Business-Customer Liaison (Alt)	518-647-8198 ext. 236	518-423-4914

STOP

VISITOR RESTRICTIONS

To Prevent the Spread of COVID-19:

Effective Immediately Northline Utilities is restricting entry to our Offices, Job Trailers, and Show-ups to only those visitors that are part of a mandatory or essential business activity.

For visitors who are allowed, they will be limited to certain areas within our facilities and a list of visitors should be maintained at each location (near entry).



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Visitor Log

Date	Time In	Time Out	Visitor Name	Company Name / Affiliation	Contact Phone Number	Reason for Visit

Please visibly post near the visitor entrance.