



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 #33 – Coronavirus Disease (COVID-19)
Date: April 17, 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
17	9	7	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Work from Home

Northline Utilities began a remote work schedule on March 18, 2020 for Office and Support staff. This work remote schedule will continue until further notice. We will continue to monitor guidance from health officials and the need for remote work arrangements as we move forward.

FR Mask Care and Use

We have ordered and are awaiting delivery of FR rated surgical style masks; they should be arriving in the coming week. They will be distributed to the crews as soon as possible. In preparation of their arrival and distribution, we are including information on their care and use.

“In response to COVID-19 and in an effort to help keep our customers safe, Tyndale has diverted a significant portion of our American manufacturing capacity to making FR surgical-style masks. In addition, we are sourcing masks from our key FR suppliers. The masks are made with flame resistant and arc rated (9.1 / CAT 2) fabric. They are designed to help slow the spread of COVID-19 (coronavirus) by eliminating the wearer’s ability to touch his/her nose and mouth, and by reducing droplets and particles inhaled by the wearer, without posing a flammability hazard.”





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These new Tyndale masks are single ply – opposed to double or triple – to maximize breathability and comfort. It is proven that a second layer of fabric can significantly negatively impact a wearer’s breathability. When wearing these masks on the job site wearers are able to perform their job duties as usual with no disruption from the mask.

The CDC has issued guidelines for putting on and removing masks; please follow this procedure to ensure the best protection possible from COVID-19.

CDC Cloth Face Coverings: How to Properly Wear and Clean You Cloth Face Coverings

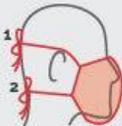
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

How to Wash your Flame-Resistant Mask:

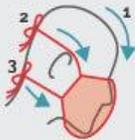
The new Tyndale AR/FR surgical-style mask is reusable; it should be laundered before first use. It is very important to disinfect and clean your mask between each wear: to disinfect, wash the mask in a standard home laundry process with detergent and water, or hand wash with dish soap or detergent and water, and then dry thoroughly. This will both disinfect and clean the mask. Use of chemical sanitizers such as bleach or alcohol is not necessary, and residue could present a respiratory hazard – standard washing is sufficient to disinfect.

PROPER USE

 Sanitize your hands before donning the mask, to avoid transferring virus onto the mask.

 Proper wearing is very important. Fasten the top ties snugly behind your head first, then the bottom ties. The top of the mask should rest on the bridge of your nose, and the bottom should cover your chin, resting underneath the chin. The mask should be fit as snugly as possible.

 Breathe normally through the mask.

 Proper removal procedure is extremely important, to avoid inhaling anything that may have been deposited on the exterior surface while wearing. Tilt your head forward. Then untie the top straps first, and keeping your head tilted forward, let the mask fall forward, away from your face. Then untie the bottom straps.

 Sanitize your hands immediately after removing the mask.

PLEASE WASH MASK BEFORE FIRST USE



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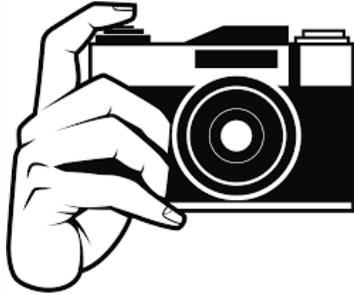
How Facial Hair Impacts a Masks Effectiveness:

Depending on the location of facial hair and the mask type, facial hair can have a negative impact on the mask's effectiveness. It dramatically reduces the effectiveness of N95 and other masks which form a seal, and it may reduce the effectiveness of a non-sealed surgical style mask. Proper fit does matter and having facial hair can get in the way of the ideal snug fit.

Bottom Line:

Properly worn surgical-style masks reduce the spread of COVID 19. To ensure you are properly handling and wearing your AR / FR mask, always: wash your hands before touching the mask, don and doff the mask according to the guidelines above, and always wash the mask with detergent and water between each use.

We want to see you!



We would love to see you wearing your masks. Please send us pictures of you wearing your masks and practicing social distancing at Covid19EmOps@northlinellc.com. We will be including them in our upcoming Guidance Sheets.

Risk Assessment Guidance

The Emergency Operations Team has developed a Daily Self-Checker to be used by employees. 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.

SELF CHECK QUESTIONS

- Have I traveled from a country/region with widespread sustained transmission and/or sustained community transmission of COVID-19?
- Have I been in contact with someone who has traveled from either of the above and is now sick?
- Have I had contact with someone with lab confirmed COVID-19 in the last 14 days?
- Have I been told by a public health official that I may have been exposed to COVID-19?
- 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?
- Am I currently experiencing a fever over 100 F, difficulty breathing, and/or cough?



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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
- 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 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

“With the new day comes new strength and new thoughts.” – Eleanor Roosevelt

