



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 #34 – Coronavirus Disease (COVID-19)
Date: April 18, 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
19	12	6	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Our Daily Lives – Going to Public Places

Our days may consist of a visit to a convenience store, a gas station, the post office, or the bank. We still have to go grocery shopping, get gas, pick-up the mail, and get prescriptions filled. We have a responsibility to stop the spread of COVID-19 and use best practices when in these places. Everytime we go out in public, we need to be vigilant in protecting ourselves and others.

“Do not change your behavior to avoid being infected. Assume you are infected and change your behavior to avoid transmitting.” - Alexandra College

Here are some practical tips you can take to protect yourself and others:

- Wash your hands often with soap and water for at least 20 seconds
 - Before and after eating
 - Before and after smoking or vaping
 - After sneezing, coughing, or nose blowing
 - After using the restroom
 - Before handling food
 - After touching or cleaning surfaces that may be contaminated
 - After using shared electronic equipment such as key pads, self checkers, etc...



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- 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
- Run errands individually – leave other members of the household at home
- Shop and run errands during hours when fewer people will be there.
- Leave unnecessary items in the vehicle – purse, wallet, cell phone, etc... Take only what is absolutely necessary into the building.
- Starting Friday night, April 17th, it is a NYS requirement to wear a face-covering (if medically able) when in a public place and unable to maintain social distancing.
- Pay for items on-line, conduct banking on-line, use the drive thru or curbside pickup
- If you do have to go into a public place, be aware of frequently touched surfaces as these are potentially touched by many. Use a disinfecting wipe before use.

Retail Spaces

- Door handles, push plates, thresholds and hand railings
- Grocery carts and baskets
- Trash receptacle touch points
- Front counter
- Display cases
- Point of sale registers / touchscreens
- Kiosks / ATMs
- Sneeze guards
- Gas Dispensing Handles

Restrooms

- Door handles
- Sink faucets and toilet handles
- Towel dispensers
- Soap dispenser push plates

Curbside Pickup and Delivery

- Pens or other writing utensils
- Clipboards
- Electronic signature pads
- Door handles
- Surfaces inside delivery vehicles





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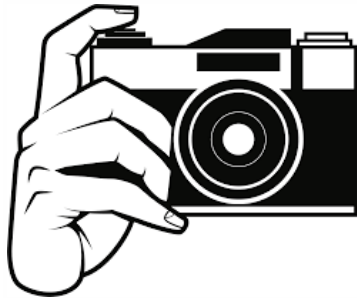
Reduce stress in yourself and others

Sharing the facts (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/share-facts.html>) about COVID-19 and understanding the actual risk to yourself and people you care about can make an outbreak less stressful.

When you share accurate information about COVID-19 you can help make people feel less stressed and allow you to connect with them.

Learn more about taking care of your emotional health (<https://emergency.cdc.gov/coping/selfcare.asp>).

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

“Never doubt that a small group of committed people can change the world. Indeed it is the only thing that ever has.” – Margaret Mead

