



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 #35 – Coronavirus Disease (COVID-19)
Date: April 19, 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

Employee Assistance Services

Some weeks ago, ESI created the Covid-19 resource center on the ESI member website, www.theEAP.com/Union-AP. They continue to update that resource center with new information every few days so login to see what's new.



When you log into the website, click on EMPLOYEE → EMPLOYEE & FAMILY LOGIN → REGISTER HERE → EMPLOYER/UNION = NORTHLINE.

They have video trainings to help members with the Covid-19 epidemic. You can access the videos by logging on to the ESI website www.theEAP.com/Union-AP. Links to each of the training videos can be found in the Coronavirus (COVID-19) Resource & Training Center after you've logged in to the site.

If any member or family member needs assistance to deal with anxiety or stress, **call 800.252.4555 to a reach a counselor**. Services are free and confidential.

Who's in Your Heart?

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.



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With COVID-19, the goal of social distancing and increased hygiene practices 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.

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

It is hard to stay the course when we focus on all of the events and gatherings that we have missed out on – birthdays, anniversaries, Easter dinners, games, time with family. It can make us angry, resentful, and unwilling to sacrifice more. Instead, we are asking you to focus on “Who’s in Your Heart”. Our Friends and Family are counting on us to remain vigilant in our social distancing and hygiene best practices. Everytime we go out in public, think about Who’s in Your Heart...



Because they're
Essential too...



I go shopping alone...
I bank on-line
I wear a mask in public...
I don't touch my face...
I wash my hands...
I disinfect the surfaces I touch...
I stay away...





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Are FR Masks Safe to Breathe Through? (an excerpt from the Tyndale website)

Flame resistant fabric and fiber manufacturers never anticipated the need to test fabrics for use as a face mask. Now, with mask use mandates in many states, there is neither the time nor the laboratory availability to perform testing on the newly manufactured masks.

Tyndale masks have a fitness for use letter from our fiber manufacturer and are safe to use as a face mask during the COVID-19 pandemic. Tyndale has leveraged our strategic partner relationships to help meet end-user needs in the quickest timeframe possible. Initially, in a fully transparent and fair allocation method, we've prioritized FR mask delivery to the hardest hit areas of the country, next we've allocated one-mask-per-employee, and finally we're fulfilling orders on the remaining overall demand. While we cannot ensure the fabrics and fibers used by all mask manufacturers are safe, we can ensure that that the FR fabric used by manufacturing partners we work with are safe. Although the fiber and fabric suppliers for some of the masks distributed by Tyndale have not issued fitness for use letters for the masks manufactured, Tyndale is confident in the respiratory safety these masks provide. This confidence is based on years of use of the same fibers and fabrics found in balaclavas, which are of course worn over the mouth and breathed through on a regular basis.

What is a fitness for use letter?

A fitness for use letter is defined as, "The degree to which products conform to essential requirements and meet the needs of users for which they are intended." So, what does that mean for Tyndale? Tyndale has done our due diligence to ensure the masks we produce are safe. With that said, we've sourced AR / FR fabric that is both effective as a mask, and safe to breathe through for 8+ hours every day.

For further information on Tyndale's fitness for use letter please contact Marketing@TyndaleUSA.com or to follow along with our other FRC Safety and COVID-19 resources to stay safe while you work during the pandemic visit: <https://tyndaleusa.com/frc-safety-during-covid-19/>.

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

“You can’t go back and change the beginning, but you can start where you are and change the ending” – anonymous

