



15 School Lane, Suite 200, PO Box 656
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 Phone: (518) 647-8198 Fax: (518) 647-5457

To: Northline Utilities and NorPro Employees
 From: Emergency Operations Team
 Re: Guidance Sheet #37 – Coronavirus Disease (COVID-19)
 Date: April 21, 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
20	15	4	1

Our one Positive has recovered and is back at work.

Strategy Guidance

NECA Safety Stand Down for the COVID-19 Pandemic

NECA is sponsoring a safety stand down on April 29th to recognize the many electricians and utility workers that have been deemed essential workers during the COVID-19 pandemic and continue to go to work each day and make sacrifices to better our country.



Take part and share a note or photo with #NECASafety, and on NECA's [LinkedIn](#) and [Facebook](#) accounts. Please share the number of workers who participated with safety@necanet.org so we can feature this in the future. Material for your safety stand down can be found below at the NECA Coronavirus Resource Center.

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



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COVID-19: Make Three Subtle Changes to Your Morning Routine and Boost Your Resilience Tenfold

COVID-19 has created a worldwide health crisis that has touched our lives in unimaginable ways. It's easy to feel helpless and hopeless about the current state of the world while being stuck at home. However, in these times, it matters more than ever that we stay hopeful, positive, and connected to ourselves and others. But how can we do this when everything we see and hear is a constant reminder of this trying and scary time? The answer is these three small changes that you can incorporate into your day from the time you wake up.

1. Wake up and breathe intention into your day.

Our intention is the underlying aim which motivates everything we think, say, or do. And when we set positive intentions and live through them, we override the unintentional feelings and behaviors that often flood our day, such as frustration, impatience, or anger. Here's how it works:

- As soon as you wake up in the morning, sit up in your bed (straight spine), close your eyes, and relax your body.
- Take a few deep breaths in through your nose and out through your mouth and then continue to notice your breath as you breathe normally.
- Set an intention for the day: "Today I will _____." For example, "Today, I will be kind to myself; be patient with others; believe in my abilities; give generously; be present with my children," or anything else you feel is important.
- Revisit your intention throughout the day and find ways to follow through.

2. Celebrate the small wins early!

From the time you wake up in the morning—even before you consider your day to have officially started—acknowledge and celebrate the small victories. These might include the special breakfast you made for your children, the contribution you made to your video conference, or the walk you took with your partner for a brain break. I want you to find three ways to celebrate how AWESOME YOU are! Because here's the thing: Your brain doesn't know the difference between you celebrating some huge award or celebrating when you remember to floss your teeth. Research supports that acknowledging the small wins impacts your emotions in a positive way, leading to motivation toward higher productivity and success. So, start your day celebrating how awesome you are and watch your performance soar throughout the day!

3. Cultivate an attitude of gratitude.

Don't just write in a gratitude journal once a week because Oprah told you to; approach your entire life with the intention of having an ATTITUDE of gratitude. Be a more grateful person each moment of your day, starting with when you wake up in the morning. Gratitude changes how you see the world and creates a filter through which you experience more joy, happiness, and physical and emotional health!

Sources: ESI, Mindful magazine, Harvard Business Review, TEDxFremont



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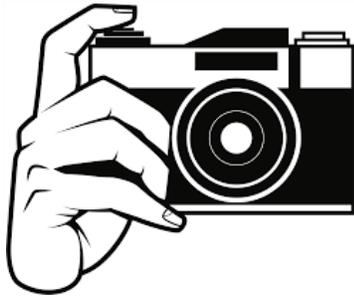
Risk Assessment Guidance

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?

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.

Working Remotely – Tip of the Day

Stay Off Social Media



I think we can agree that we are all guilty of this one from time to time. Social media can be a giant time-suck if you aren't careful. Minimizing use of social media (i.e. scrolling) helps avoid distractions, so you can focus on getting more done.

If you love using social media, then make it a habit to shut off social media notifications during the day. Consider muting your notifications on your phone.





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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
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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

“If you change the way you look at things, the things you look at change.” – Wayne Dyer

