



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 #43 – Coronavirus Disease (COVID-19)
 Date: April 27, 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	19	0	1

Our one Positive has recovered and is back at work.

Strategy Guidance

The Daily Self-Checker has been Updated!



The Centers for Disease Control and Prevention (CDC) and other agencies are constantly updating the information and guidance they provide as more is learned about COVID-19. Most recently, the CDC updated the COVID-19 list of symptoms to include chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

As a result of this the Emergency Operations Team has updated the Daily Self Checker to include the newly listed symptoms. Be sure that you have the most up-to-date version!

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, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell?
- Am I currently experiencing any of the above symptoms?

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.



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COVID-19 and Domestic Violence

NYS launched a new texting program and confidential service to help New Yorkers experiencing domestic violence. Unfortunately, there has been a rise in domestic violence reports during this pandemic. Abuse victims are often closely watched by their abuser, making these tools needed.



You are not alone and you do not have to stay in a dangerous situation. NYS will help you. Text 844-997-2121 or visit www.opdv.ny.gov to confidentially chat with a professional at any time of day or night.

Working Remotely – Tip of the Day

Exercise & Stretch Regularly



Exercise naturally boosts endorphins, which increases happiness, enjoyment, and interest levels, all of which are important for productivity.

Regularly stretching helps you maintain great posture. At a minimum, stretch throughout the day so you don't get sore.

You can also leave yourself motivational sticky notes by your bed, so they are the first thing you see and read in the morning. We recommend exercising in the morning when you have fewer objections and a longer payoff throughout the day.

If your day allows, take a lunch break and go for a walk or stretch.

Take Extra Care when Driving Alone

The COVID-19 pandemic has changed how we perform some of our normal day-to-day tasks, such as driving company vehicles. Now the only occupant of most company vehicles is the driver, which protects him or her from potential coronavirus exposure, but may increase other hazards. The safety reminders below can help you maintain situational awareness and remain alert.

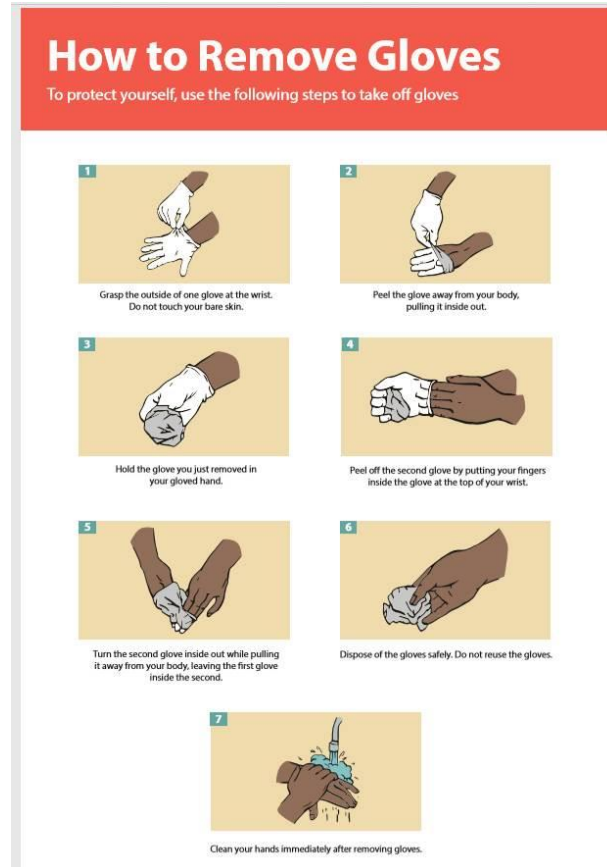
- Know your limitations for driving any vehicle, whether it's a pick-up truck or a commercial vehicle. If it's not your usual vehicle, make sure you're comfortable with it and capable of driving it.
- Familiarize yourself with the controls. Not all vehicles are the same, so before you get on the road, make sure you know where the controls are, such as how to adjust the mirrors and where the windshield-wiper controls are located.
- Review the blind spots of the vehicle prior to driving, keeping in mind there is no second person to assist you while driving.
- Scan left, then right, then left every five to eight seconds while driving to look for hazards on the road. These could include a car changing lanes or braking hard, a pedestrian on the side of the road, or a child playing in a driveway.
- Help each other with backing or positioning the vehicle. We are still working together as a team, just in multiple vehicles. If you need a spotter and there is one available, ask for help.



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- Complete a Circle Safety Check – a 360-degree walk-around.
- Remember G.O.A.L.: Get Out And Look if you're in an area you are not familiar with and don't have a spotter.

Glove Usage during COVID-19



Gloves are not a perfect form of protection for those hoping to avoid germs in public places. Most experts say a pair of gloves won't lower your risk of contracting COVID-19 mostly because wearing gloves provides a false sense of security that bare hands do not.

If you're wearing gloves while shopping but happen to itch your nose or rub your eyes, it defeats the purpose of wearing gloves. When wearing gloves, you should picture them being infected, or 'hot.' Anything they touch gets infected.

Take extra care to avoid cross-contamination by following the CDC's step-by-step guide to removing your gloves.

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



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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
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William Murty	Field Liaison	N/A	716-609-7461	BMurty@NorProLLC.com



Please print and post the following poster and use it daily.



NORTHLINE CONSTRUCTION SITE and/or FACILITY COVID-19 RISK ASSESSMENT

