



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 #4 – Coronavirus Disease (COVID-19)
Date: March 19, 2020

Strategy Guidance

Governor Cuomo's Coronavirus Update – March 18, 2020

The Emergency Operations Team worked on a plan to address the Governor's mandate requiring that no business can have more than 50 percent of their workforce report to work outside their home. Further clarification was published in the Executive Order issued by the Governor's Office last night (<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/EO202.6.pdf>). We have received information from legal advisors that Northline Utilities would qualify as an "exempt essential service" as we are an Electrical Utility Contractor.

The Emergency Operations Team has decided to proceed with the already in progress social distancing measures planned at our Northline Offices to limit in-person interactions and spread out our denser areas of population. We have asked some of our Office and Support staff to begin working remotely and not report to the offices. This is in-line with what our utility customers are in the process of implementing and we feel that it is in the best interest of public health.

Individual schedules have been discussed with employees directly. These arrangements are expected to be short term, and Northline Utilities will continue to monitor guidance from health officials and the need for remote work arrangements. If you need to contact a staff member, please initiate contact through an email and the staff member can follow up with a phone call if necessary.

Treasury and IRS to delay tax payment deadline by 90 days

- Treasury Secretary Steven Mnuchin said Tuesday that taxpayers can delay paying their income taxes on as much as \$1 million in taxes owed for up to 90 days.
- Individual income taxpayers are still required to file or extend their 2019 tax returns by April 15th to avoid penalties and interest.
- The postponement on payments applies to **federal** returns. Double-check your state's tax deadlines to see if there are any delays. The American Institute of CPAs is keeping a list of states' tax developments here:
<https://www.aicpa.org/content/dam/aicpa/advocacy/tax/downloadabledocuments/coronavirus-state-filing-relief.pdf>



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Items of Interest

NYS PAID LEAVE ACT

On Wednesday March 18th, New York State lawmakers approved paid sick-leave and quarantined worker protections. The legislation addresses the immediate need of employees affected by COVID-19 who are subject to mandatory or precautionary orders of quarantine or isolation.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

Yesterday, the U.S. Senate voted to pass the Families First Coronavirus Response Act. The President has since signed the bill into law, meaning the provisions in the Act will now go into effect in fifteen (15) days - beginning on April 2nd, 2020. This Act includes many provisions that apply to employers, such as paid sick leave for employees impacted by COVID-19 and those serving as caregivers for individuals with COVID-19.

We are currently reviewing these new bills with our legal team and will have more guidance available shortly.

Frequently Asked Questions

We have asked all of you to elevate your questions regarding the Northline Utilities COVID-19 response to the Emergency Operations Team either directly or through your Functional Manager. Many of these questions brought forth by different groups and individuals are relevant to the whole organization. Therefore, we will be including the questions and the responses in our Guidance Sheets going forward.

Question #1: Should we make reservations for the Northline Safety and Leadership Summit in May?

Response #1: The Emergency Operations Team has been in contact with the venue, the Saratoga Hilton. We have been told that we will be able to cancel/change reservations with no restrictions or penalties. They are waiving any fees or restrictions for cancellations even if individuals make reservations for May today and need to cancel at a later date because we postpone the event. Go ahead and make the reservations!

Question #2: If people must be in quarantine what happens to their medical insurance coverage?

Response #2: Unfortunately, this isn't a straightforward question. Each IBEW Local deals with different Insurance Carriers and each plan may have different eligibility requirements (i.e. hours worked in a certain time period). The Emergency Response Team is gathering a list of Local Unions to which we have employees affiliated, their Insurance Carriers, and their Benefits Eligibility Requirements. Once we have this information, we will publish it in a future Guidance Sheet.



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Question #3: What measures are we exploring if the Governor shuts down hotels?

Response #3: Currently, there are no mandates or requirements around the closure of hotels. To be proactive, the Emergency Operations Team is exploring alternative housing options in different locations and having conversations with our Customers about the necessity of these accommodations and possible alternatives.

Question #4: If coming back from an out of state vacation do the men have to quarantine before coming back to work?

Response #4: Currently, the NYS Department of Health is not requiring quarantine for domestic travel. There are other criteria for mandatory and precautionary quarantines.

As part of our Northline Notification Protocol:

These are the reasons to contact Ricardo Aguilar (raguilar@northlinellc.com):

- I went home with symptoms
- I stayed home sick with symptoms
- I was advised by a Health Care Provider to be tested
- I was made aware of someone else that has symptoms or stayed home

Question #5: What do we do if Northline is called to respond to a storm?

Response #5: The Emergency Response Team will work closely with the Customer and the Storm Project Team to coordinate activities and provide support. As this Pandemic unfolds, there are new and ever-changing restrictions, mandates, and guidance being issued. These will most likely play a role in our response to a weather event. We will work as a team to provide a safe place to work and maintain the level of service to which our customers are accustomed.

Question #6: What do I do if our customers are asking me to share information about the Northline's Pandemic Response and specifics around employee's health situations?

Response #6: Please refrain from individually distributing information to Customers. The Emergency Operations Team has established the position of Business-Customer Liaison. This role, held by William Straight, will ensure the appropriate and timely communication of information from Northline Utilities to our Customers and vice versa.

If you are made aware of a particular request from a Customer, please forward the request to William Straight (wstraight@northlinellc.com).



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Question #7: Who do I call if I have questions about my 401(k) investments?

Response #7: Maxwell Beebe is our investment advisor with AXA Advisors. If individuals have questions regarding their investments, please reach out to Max directly at (518) 383-2747.

Notification

Immediate Notice is Required to be Given if any individual on this project site has:

- Tested positive for COVID-19;
- Encountered someone known to have tested positive for COVID-19; or
- 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.

Emergency Operations Team

If you have any questions regarding this interim guidance, please do not hesitate to contact a member of the Emergency Operations 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
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Brandy Rousseau	Business-Customer Liaison (Alt)	518-647-8198 ext. 236	518-423-4914	brousseau@northlinellc.com
William Murty	Field Liasion	N/A	716-609-7461	BMurty@NorProLLC.com