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15 School Lane, Suite 200, PO Box 656  
Au Sable Forks, NY 12912  
Phone: (518) 647-8198 Fax: (518) 647-5457

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To: Northline Utilities and Nor Pro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #59 – Coronavirus Disease (COVID-19)  
Date: May 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
21	19	1	1

Our one Positive has recovered and is back at work.

## Strategy Guidance

### NYS Regional Monitoring Dashboard

See how many criteria your region meets to begin reopening on the Regional Monitoring Dashboard. NYS on PAUSE Extended Until May 28 for Regions That Do Not Open Today; Region Can Enter Phase One of Reopening as Soon as it Hits Benchmark. Visit the dashboard here: <https://forward.ny.gov/regional-monitoring-dashboard>. The Capital Region can begin Phase 1 of the state's regional phased reopening plan. The region has identified enough tracers to meet the required metrics and will be joining Western New York, Central New York, the North Country, the Finger Lakes, Southern Tier and Mohawk Valley in reopening Phase 1 businesses.

### Can I Be Tested?

As New York State aggressively expands COVID-19 diagnostic testing capacity, the Department of Health has revised guidance to increase testing for frontline workers, including all first responders, health care workers, and essential employees who interact with the public, while continuing to prioritize resources. Testing for COVID-19 shall be authorized by a health care provider for individuals who meet one or more of the following criteria:

- An individual is symptomatic or has a history of symptoms of COVID-19 (e.g. fever, cough, and/or trouble breathing), particularly if the individual is 70 years of age or older, the individual has a compromised immune system, or the individual has an underlying health condition; or
- An individual has had close (i.e. within six feet) or proximate contact with a person known to be positive with COVID-19; or
- An individual is subject to a precautionary or mandatory quarantine; or



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- An individual is employed as a health care worker, first responder, or other essential worker who directly interacts with the public while working; or
- An individual presents with a case where the facts and circumstances – as determined by the treating clinician in consultation with state or local department of health officials – warrant testing; or
- An individual is included under other criteria set by the NYS Dept. of Health based on an individual's geographic place of residence, occupation, or other factors that the Department may deem relevant for COVID-19 testing purposes; or
- Any individual who would return to workplace in Phase 1.

Interested in being tested for COVID-19? Use this screening tool to share your symptoms and pre-register for testing. <https://covid19screening.health.ny.gov/>



Get information on coronavirus testing near you. Simply enter your address and find locations that provide coronavirus testing. <https://coronavirus.health.ny.gov/find-test-site-near-you>

***If you are tested, please reach out to the Emergency Operations Team Liaison Officer, Ricardo Aguilar by cell phone (518)-420-7078.***

#### **NYS Partners with Headspace**



New York State announced its partnership with the company Headspace to provide New Yorkers with free meditation and mindfulness resources. We can't underestimate the impact this public health crisis has on mental health. New Yorkers can access a collection of free guided meditations, along with at-home mindfulness exercises and additional resources to help address rising stress and anxiety. Visit [www.headspace.com/ny](http://www.headspace.com/ny).

#### **Daily Self-Checker**



Please remember to keep using the Daily Self Checker. 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.

1. Have I recently traveled from a country/region with widespread sustained transmission of COVID-19?
2. Have I been in contact with someone who has recently traveled from a country/region with widespread sustained transmission of COVID-19 and is now sick?
3. Have I had contact with someone with lab confirmed COVID-19 in the last 14 days?
4. Have I been told by a Public Health Official that I may have been exposed to COVID-19?
5. 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?
6. Am I currently experiencing any of the above symptoms?



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### Notification

Remember, as part of our Northline Notification Protocol:

These are the reasons to contact Ricardo Aguilar ([raguilar@northlinellc.com](mailto: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](mailto: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](mailto: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	<a href="mailto:jatkins@northlinellc.com">jatkins@northlinellc.com</a>
Lori Mayott	Public Information Officer/Incident Commander (Alt)	518-647-8198 ext. 322	518-488-8730	<a href="mailto:lmayott@northlinellc.com">lmayott@northlinellc.com</a>
Rick Aguilar	Liaison Officer/Public Information Officer (Alt)	518-647-8198 ext. 324	518-420-7078	<a href="mailto:raguilar@northlinellc.com">raguilar@northlinellc.com</a>
Rudy Kunz	Safety Officer/Liaison Officer (Alt)	518-647-8198 ext. 227	518-275-5583	<a href="mailto:rkunz@northlinellc.com">rkunz@northlinellc.com</a>
William Straight	Business-Customer Liaison/Incident Commander (Alt)	518-647-8198 ext. 231	518-569-4140	<a href="mailto:wstraight@northlinellc.com">wstraight@northlinellc.com</a>
Lee Pray	Human Resources/Safety Officer (Alt)	518-647-8198 ext. 234	518-726-6724	<a href="mailto:lpray@northlinellc.com">lpray@northlinellc.com</a>
Brandy Rousseau	Business-Customer Liaison (Alt)	518-647-8198 ext. 236	518-423-4914	<a href="mailto:brousseau@northlinellc.com">brousseau@northlinellc.com</a>
William Murty	Field Liaison	N/A	716-609-7461	<a href="mailto:BMurty@NorProLLC.com">BMurty@NorProLLC.com</a>

***“Humility is the greatest quality that a man can have, and arrogance is undoubtedly the worst.” – Maulana W. Khan***

