



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 Nor Pro Employees
From: Emergency Operations Team
Re: Guidance Sheet #62 – Coronavirus Disease (COVID-19)
Date: June 4, 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
22	21	0	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Northline Utilities 2020 Safety and Leadership Summit

The Summit is going virtual!!! This year's Summit will be held on June 19th as a virtual event. Please reach out to Peg Bombard at 518-647-8198 or pbombard@northlinellc.com to register.

Governor Cuomo Executive Order No. 202.34

Governor Cuomo issued Executive Order No. 202.34 on May 28th, 2020.

"...Business operators and building owners, and those authorized on their behalf shall have the discretion to ensure compliance with the directive in Executive Order 202.17 (requiring any individual over age two, and able to medically tolerate a face-covering, be required to cover their nose and mouth with a mask or cloth face-covering when in a public place), including the discretion to deny admittance to individuals who fail to comply with the directive in Executive Order 202.17 or to require or compel their removal if they fail to adhere to such directive, and such owner or operator shall not be subject to a claim of violation of the covenant of quiet enjoyment, or frustration of purpose, solely due to their enforcement of such directive..."

This EO permits store owners to deny entry to people who refuse to wear masks. Many stores have already implemented policies to this effect, and this order clarifies that they are within their rights to do so. Widespread mask-wearing is an effective tool against Coronavirus. If you need a FR or non-FR face covering, please contact your Supervisor / Manager or a member of the Emergency Operations Team.



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The Success Formula

Every outcome you experience in life (whether it's success or failure, wealth or poverty, wellness or illness, joy or frustration) is the result of how you have responded to an earlier event in your life. Likewise, if you want to change the results you get in the future, you must change how you respond to events in your life.

$$E + R = O \text{ (Events + Responses = Outcome)}$$

When people don't like the outcomes they are experiencing, most choose to blame the event (E) for their lack of results (O). The deciding factor in success is not the external conditions and circumstances. It's how you choose to respond (R). Successful people take a different approach to events. They simply change their responses (R) to the events (E) until they get the outcomes (O) they want.

You can change your thinking, change your communication, change the pictures you hold in your head (your images of the world) and you can change your behavior (the things you do). That's all you really have control over.

The event (E) that we are all faced with now is the COVID-19 Global Pandemic. How we chose to respond (R) to this event (E) will determine our outcome (O).

Unfortunately, most of us are run by our habits. On average, people touch their faces 20 times an hour. This is a habit – a habit that increases our risk of contracting Coronavirus.

Humans are social creatures by nature. We like to interact with each other. We are accustomed to going to work/school, to attending parties, to playing team sports, etc... These are behaviors that increase our risk of contracting Coronavirus.

Breaking these habits and changing our behaviors is extremely difficult. You have to gain control of your thoughts, your habits, and your behaviors. Everything you think, say, and do needs to become *intentional* and *aligned* with your purpose, your values, and your goals.

The goal right now is to stay healthy – mentally and physically. Be aware of your responses (R) and be sure that they are aligned with staying healthy. Do the things that you have control over - change your mindset, practice social distancing, wash your hands often, and stay home when you can – and you will be successful in achieving the outcomes you desire.

E	+	R	=	O
Events	+	Responses	=	Outcome
COVID-19 Global Pandemic	+	Change your mindset, Practice social distancing, Wash your hands often, Stay home when you can...	=	Staying Physically Healthy Improving Mental Health Flattening the Curve Preventing the Spread



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Mental Health Hotline

COVID-19 has been a crisis for mental health, too. Remember: You are never alone. For free emotional support, consultations and referrals to a provider, call 1-844-863-9314. For free meditation and mindfulness exercises, visit [headspace.com/ny](https://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), 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

“If you want to build a ship, don’t drum up the men to gather wood, divide the work, and give orders. Instead, teach them to yearn for the vast and endless sea.” - Antoine de Saint-Exupéry

