



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 #63 – Coronavirus Disease (COVID-19)
Date: June 8, 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.

Preparing for Hurricanes During the COVID-19 Pandemic



Planning for hurricane season and other potential disasters can be stressful, and because the 2020 hurricane season comes during the COVID-19 pandemic, it may be especially so.

Public health and emergency response professionals have advice to help you safely prepare, evacuate, and shelter for severe storms while protecting yourself and others from COVID-19. Here are some tips to help you and your family stay safe during hurricane season this year.



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Prepare for Hurricane Season

- Understand that your planning may be different this year because of the need to protect yourself and others from COVID-19.
- Give yourself more time than usual to prepare your emergency food, water, and medicine supplies. Home delivery is the safest choice for buying disaster supplies; however, that may not be an option for everyone. If in-person shopping is your only choice, take steps to protect your and others' health when running essential errands.
- Protect yourself and others when filling prescriptions by limiting in-person visits to the pharmacy. Sign up for mail order delivery or call in your prescription ahead of time and use drive-through windows or curbside pickup, if available.
- Pay attention to local guidance about updated plans for evacuations and shelters, including potential shelters for your pets.
- If you need to evacuate, prepare a "go kit" with personal items you cannot do without during an emergency. Include items that can help protect you and others from COVID-19, such as hand sanitizer, or bar or liquid soap if not available, and two cloth face coverings for each person. Face covers should not be used by children under the age of 2. They also should not be used by people having trouble breathing, or who are unconscious, incapacitated, or unable to remove the mask without assistance.
- When you check on neighbors and friends, be sure to follow social distancing recommendations (staying at least 6 feet, about 2 arms' length, from others) and other CDC recommendations to protect yourself and others.
- If you need to go to a disaster shelter, follow CDC recommendations for staying safe and healthy in a public disaster shelter during the COVID-19 pandemic.

Stay Safe After a Hurricane

In addition to following guidance for staying safe and healthy after a hurricane, note that:

- You should continue to use preventive actions like washing your hands and wearing a face covering during clean up or when returning home.
- It may take longer than usual to restore power and water if they are out. Take steps to prevent carbon monoxide poisoning if you use a generator.
- If you are injured or ill, contact your medical provider for treatment recommendations. Keep wounds clean to prevent infection. Remember, accessing medical care may be more difficult than usual during the pandemic.
- Dealing with disasters can cause stress and strong emotions, particularly during the COVID-19 pandemic. It is natural to feel anxiety, grief, and worry. Coping with these feelings and getting help when you need it will help you, your family, and your community recover.
- People with preexisting mental health conditions should continue with their treatment and be aware of new or worsening symptoms.

For additional information, please visit: <https://www.cdc.gov/disasters/hurricanes/covid-19/prepare-for-hurricane.html>



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PREPARE YOUR HEALTH: PERSONAL NEEDS

Personal needs include provisions, supplies, and equipment necessary to protect the health and safety of your family in an emergency.

THE BASICS:

- Water
- Special foods—for infants, people with dietary restrictions and medical conditions such as diabetes.
- Prescription eyeglasses, contact lenses, and contact lens solution.
- Assistive technologies, like hearing aids.
- Medical alert ID bracelet or necklace
- Health protection supplies, including insect repellent, and water purification tablets.
- Medical equipment
- First aid kit and medical supplies
- Pet supplies, childcare supplies, and baby supplies

QUICK TIPS:

- Pack emergency supplies in a portable and durable container like **plastic bin, duffle bag, backpack, or carry-on luggage.**
- Shop for **canned (not jarred) foods.** Undamaged, commercially-prepared foods in all-metal cans can be saved if you remove the labels, thoroughly wash the cans, rinse them, and then disinfect them with a sanitizing solution.
- Store at least **1 gallon of water per day** for each person and each pet. Store more water for hot climates, for pregnant women, and for people who are sick.
- Update your supplies **every six (6) months.** Remove, use, and replace food and water, medications, and supplies before they expire.
- Use **Ready Wrigley checklists and activity books to help explain** emergency preparedness to children and involve them in gathering supplies.

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 get tired, learn to rest, not to quit.” - Banksy

