



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 #67 – Coronavirus Disease (COVID-19)
Date: June 22, 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

Personal and Social Activities

What You Need to Know

- Stay home if sick.
- Wear a cloth face covering when less than 6 feet apart from other people or indoors.
- Use social distancing (stay at least 6 feet away from others).
- Before you go, call and ask what extra prevention strategies they are using, like requiring staff to wear cloth face coverings.
- Wash your hands with soap and water for at least 20 seconds when you get home.

Dining at a Restaurant

Check the restaurant's COVID-19 prevention practices before you go

- Check the restaurant's website and social media to see if they have updated their information to address any COVID-19 safety guidelines.
- Before you go to the restaurant, call and ask if all staff are wearing cloth face coverings while at work.
- Ask about options for self-parking to remove the need for a valet service.
- Check if all staff are wearing cloth face coverings





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

Take steps to protect yourself at the restaurant

- Wear [cloth face coverings](#) when less than 6 feet apart from other people or indoors.
- Take precautions – like wearing a cloth face covering as much as possible when not eating and maintaining a proper social distance if you are dining with others who don't live with you.
- Maintain a social distance of 6 feet or more in any entryway, hallway, or waiting area.
- When possible, sit outside at tables spaced at least 6 feet apart from other people.
- When possible, choose food and drink options that are not self-serve to limit the use of shared serving utensils, handles, buttons, or touchscreens.

Clean hands

- [Wash your hands](#) for at least 20 seconds when entering and exiting the restaurant. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Before using the restroom, make sure there is adequate soap and paper towels or hand sanitizer containing at least 60% alcohol.

Hosting Gatherings or Cook-Outs

Remind guests to stay home if they are sick

- Remind invited guests to stay home if they have been exposed to COVID-19 in the last 14 days or are showing COVID-19 [symptoms](#). Anyone who has had [close contact](#) with a person who has COVID-19 should also stay home and monitor their health. Invited guests who live with those at higher risk should also consider the potential risk to their loved ones.
- Consider keeping a list of guests who attended for potential future [contract tracing](#) needs.

Encourage social distancing

- Host your gathering outdoors, when possible. If this is not feasible, make sure the room or space is well-ventilated (for example, open a window).
- Arrange tables and chairs to allow for social distancing. People from the same household can be in groups together and don't need to be 6 feet apart – just 6 feet away from other families.
- If planning activities for adults and/or kids, consider those where social distancing can be maintained, like sidewalk chalk art or frisbee.
- When guests arrive, minimize gestures that promote close contact. For example, don't shake hands, do elbow bumps, or give hugs. Instead wave and verbally greet them.

Wear cloth face coverings

- Wear [cloth face coverings](#) when less than 6 feet apart from people or indoors.
- Consider providing face coverings for guests or asking them to bring their own.

Clean hands often

- Consider providing hand sanitizer in addition to clearly marked hand washing areas.
- [Wash your hands](#) for at least 20 seconds when entering and exiting social gatherings. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.



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

- Make sure there is adequate soap or hand sanitizer containing at least 60% alcohol available in the restrooms and encourage guests not to form a line at the door. Consider also providing cleaning supplies that allow guests to wipe down surfaces before they leave.
- Remind guests to wash their hands before serving or eating food.
- Use single-use hand towels or paper towels for drying hands so guests do not share a towel.

Limit the number of people handling or serving food

- Encourage guests to bring their own food and drinks.
- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- If serving any food, consider identifying one person to serve all food so that multiple people are not handling the serving utensils.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, and condiments, so that multiple people are not handling the items.

Limit contact with commonly touched surfaces or shared items

- Use touchless garbage cans or pails.
- Use gloves when removing garbage bags or handling and disposing of trash. [Wash hands](#) after removing gloves.
- [Clean and disinfect](#) commonly touched surfaces and any shared items between use when feasible.
- If you choose to use any shared items that are reusable (e.g., seating covers, tablecloths, linen napkins), wash, clean, and sanitize them after the event.

Using Gyms or Fitness Centers

Prepare before you go

- Use options for online reservations and check-in systems when available.
- Look for any extra prevention practices being implemented by the facility, such as new plexiglass barriers, staff wearing cloth face coverings, and closing of shared locker room space.
- Be prepared that locker room access may be limited to the restroom area only, prohibiting the use of shower and changing areas.

Limit activity indoors, especially group activities

- Seek facilities with outdoor space or options for virtual classes and training sessions as much as possible.
- Limit attendance at indoor group training sessions. If you do attend such a session, maintain as much distance as possible between yourself and other individuals, and use cloth face coverings if they do not interfere with your activity. If you need to be indoors, open windows to increase airflow throughout the space.

Use social distancing and limit physical contact

- Maintain at least 6 feet of separation as much as possible in areas that may lead to close contact (within 6 feet) among other people, such as weight rooms, group fitness studios, pools and



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

saunas, courts and fields, walking/running tracks, locker rooms, check-in areas, parking lots, and routes of entry and exit.

- Don't shake hands, give high-fives, do elbow bumps, or touch others because close contact increases the risk of acquiring COVID-19.

Take extra precautions with shared equipment

- Ensure equipment is [clean and disinfected](#). Wipe down machines and equipment with disinfecting wipes and use hand sanitizer that contains at least 60% alcohol before using machines.
- Do not share items that cannot be cleaned, sanitized, or disinfected between use, such as resistance bands and weightlifting belts.

Wear a cloth face covering

- Wear a [cloth face covering](#) when interacting with other people to minimize the risk of transmitting the virus.
 - Wearing cloth face coverings is most important when physical distancing is difficult and when exercise type and intensity allows. Consider doing any vigorous-intensity exercise outside when possible and stay at least 6 feet away from other participants, trainers, and clients if unable to wear a face covering.
 - If possible, wear a face covering when walking on an indoor track or when doing stretching or low-intensity forms of yoga indoors.
 - [Wash your hands](#) before adjusting your face covering—review information about [proper use, removal, and washing of cloth face coverings](#).

Traveling Overnight

Check the hotel's COVID-19 prevention practices before you go

- Use options for online reservation and check-in, mobile room key, and contactless payment.
- Before you go, call and ask if all staff are wearing cloth face coverings at work.
- Look for any extra prevention practices being implemented by the hotel, such as plexiglass barriers at check-in counters, and physical distancing signs in the lobby.
- Ask if the hotel has updated policies about [cleaning and disinfecting](#) or removing frequently touched surfaces and items (such as pens, room keys, tables, phones, doorknobs, light switches, elevator buttons, water fountains, ATMs/card payment stations, business center computers and printers, ice/vending machines, and remote controls).



Wear cloth face coverings and limit close contact with others

- Wear a [cloth face covering](#) in the lobby or other common areas.
- Minimize use of areas that may lead to close contact (within 6 feet) with other people as much as possible, like break rooms, outside patios, inside lounging areas, [dining areas/kitchens](#), game rooms, [pools, hot tubs](#), saunas, spas, salons, and fitness centers.
- Consider taking the stairs. Otherwise wait to use the elevator until you can either ride alone or only with people from your household.



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

Choose contactless options, when possible

- Request contactless delivery for any room service order.
- If you are considering cleaning your travel lodgings, see CDC's guidance on how to [clean and disinfect](#).

Protect yourself and others when you travel away your community

- For more information about safely planning travel during the COVID-19 outbreak, visit [CDC's Considerations for Travel in the US](#).

Visiting Parks and Recreational Facilities

- Parks and recreational facilities can offer health benefits, but it is important that you take steps to protect yourself and others from COVID-19. Learn what you can do to stay safe when [visiting parks and recreational facilities](#).

Employee Assistance Services

Many weeks ago, ESI created the Covid-19 resource center on the ESI member website, www.theEAP.com/Union-AP. They continue to update that resource center with new information every few days so login to see what's new.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

When you log into the website, click on EMPLOYEE → EMPLOYEE & FAMILY LOGIN → REGISTER HERE → EMPLOYER/UNION = NORTHLINE. If any member or family member needs assistance to deal with anxiety or stress, **call 800.252.4555 to reach a counselor**. Services are free and confidential.

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?



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

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 an egg is broken by an outside force, life ends.

If broken by an inside force, life begins.

Great things always begin from the inside.”

— Anonymous

