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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 NorPro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #6 – Coronavirus Disease (COVID-19)  
Date: March 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
4	3	1	0

## Strategy Guidance

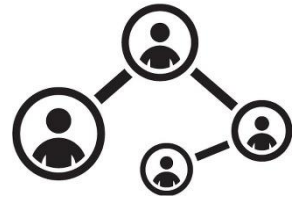
### IRS Update



Federal Tax filing has been extended until July 15, 2020 (not just deferring tax payments).

### Maintaining Social Distancing while keeping Social Connections

During this time, it is important to our health and wellbeing to stay connected with our family and friends both at home and at work. Reach out on the phone, emails, texts, video chats to stay connected with people you normally see daily.



While we are physically apart right now, let's keep NLU brothers and sisters connected.

### Work from Home

As a result of developments related to coronavirus COVID-19, beginning March 18, 2020 some Northline Utilities Office and Support staff started to work remotely / and or stagger office hours on a 50% reduced work remote schedule until further notice.

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. Employees should not assume any specified period of time for telework, and Northline Utilities may require employees to return to regular, in-office work at any time.



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If you are one of these individuals, please set up your office phone to have your calls forwarded to another number and / or change your desk phone voicemail message to the following:

*Hello, you have reached (insert your name), (insert your title) for Northline Utilities (or NorPro). As a result of developments related to coronavirus COVID-19, beginning March 18, 2020 Northline Utilities (or NorPro) Office and Support staff will be working remotely and /or staggering office hours until further notice. If you need to contact me please e-mail me at (insert your e-mail address).*

While we cannot control people's personal time off, we do ask that employees do their best to stay safe and ask that they make smart choices about how and where they go out in public.

### Safe Handling of Cleaning Chemicals

With all the cleaning being done to address coronavirus (COVID-19), we felt it would be a good time to provide a chemical safety reminder:

- There are a wide range of effective chemical cleaning products that can be used to disinfect hard surfaces. Strive to identify and use the least hazardous chemical cleaning products that will get the job done.
- Whether at home or at work, be sure to understand how to safely use chemical cleaning products and always choose the safest product that will do the job.
- When handling chemical cleaning products, always read, understand, and follow the manufacturer's instructions for proper personal protection and use. The container label or the Safety Data Sheet are two great ways of finding this information.
- Avoid mixing different chemical cleaning products. Certain products, which are safe when used alone, can sometimes cause unsafe air contaminants or other chemical reactions when mixed with other products.

### DO NOT Mix These Cleaning Products

**Bleach + Vinegar** A bleach and vinegar mixture produces chlorine gas, which can cause coughing, breathing problems, burning and watery eyes.



**Bleach + Ammonia** Bleach and ammonia produce a toxic gas called chloramine. It causes shortness of breath and chest pain.



**Bleach + Rubbing Alcohol** Bleach and rubbing alcohol makes chloroform, which is highly toxic.



**Hydrogen Peroxide + Vinegar** This combination makes peracetic/peroxyacetic acid, which can be highly corrosive.





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### **Families First Coronavirus Response Act - Update**

On Wednesday, March 18<sup>th</sup> the Families First Coronavirus Response Act was enacted.

It is effective April 2, 2020 and expires December 31, 2020.

Two of the sections in the Act that affect employers and their employees are:

#### **Emergency Family and Medical Leave Act Expansion**

This generally applies to private sector employers with under 500 employees. Some exemptions are available: Health-care providers, Emergency responders, Businesses with fewer than 50 employees.

- Provides up to 12 weeks of job protected leave
  - Employees must have been employed for 30 calendar days
- ONLY available to those unable to work *or telework* to care for a child if the school or childcare provider is closed due to Covid-19
- The first 10 days can be unpaid, or employees may use other paid leave (including PTO, LoS)
- For the subsequent 10 weeks of paid leave, employees will be paid at two-thirds their Regular Rate of Pay which will be capped at \$200 per day, \$10,000 for 2020

#### **Emergency Paid Sick Leave Act**

This generally applies to Employers with 500 or fewer employees and government entities.

- If employees are unable to work because they're subject to quarantine or isolation, are experiencing symptoms of COVID-19, are caring for someone who is in quarantine or isolation and/or have children in schools that have closed.
- If an employee is recommended or ordered by a public official having jurisdiction or a health care provider that the physical presence of the employee on the job would jeopardize the health of others because of:
  - Exposure of the employee to the coronavirus
  - Exhibition of symptoms of coronavirus by the employee
- If an employee is unable to both perform the functions of the position and comply with a recommendation or order by a public official having jurisdiction or a health care provider to care for a family member (which includes a parent, spouse, minor age son or daughter, grandparent, family members with disabilities):
  - Exposure of the family member to the coronavirus
  - Exhibition of symptoms coronavirus by the family member



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This legislation mandates covered employers provide paid leave for employees affected by the coronavirus if those employees are unable to work or telework. This is being done in two components:

- Two weeks (80 hours) of paid sick time.
- At the employee's full regular rate of pay, subject to \$511 per day cap
- If the leave is due to caring for others, this is reduced to two-thirds pay up to \$200 per day cap, (i.e. a sick or quarantined family member or a child whose school is closed or whose childcare provider is unavailable due to the coronavirus, and some others).

Nothing in the law diminishes any rights that employees may have under federal, state or local laws: collective bargaining agreements or an employer's existing policies.

Other proposals concerning cash payments to every American; tax relief; and other stimulus provisions for the economy are still under consideration in Congress.

## **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

Also, Immediate Notice is Required to be Given if any individual 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](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.

## **New Contact Information for the Emergency Operations Team**

We have created an e-mail distribution list that is in the Northline Global Address Book. By sending an e-mail to [Covid19EmOps@northlinellc.com](mailto:Covid19EmOps@northlinellc.com) you will be sending an e-mail to everyone on the team. You are encouraged to send e-mails to [Covid19EmOps@northlinellc.com](mailto:Covid19EmOps@northlinellc.com) or to specific individuals on the team.



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If you have any questions regarding this interim guidance, please do not hesitate to contact a member of the Emergency Operations Team.

<b>Name</b>	<b>ICS Role</b>	<b>Office Number</b>	<b>Cell Number</b>	<b>E-mail Address</b>
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>
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