



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 #83 – Coronavirus Disease (COVID-19)
Date: October 12, 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
33	32	0	1

Our one Positive has recovered and is back at work.

Strategy Guidance

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.

A copy of the Daily Self Checker can be found in the Employee Log-in Section of the Northline Utilities website: www.northlinellc.com.

Search to see if you live or work in a Cluster Action Initiative Zone

As part of our Cluster Action Initiative, there are new restrictions in six clusters in the State, which allow the spread to stop from these clusters and protect our progress in the fight against COVID-19. Look up your address to see if you live or work in a COVID-19 Hot Spot Zone where there are new restrictions. Maps of the six cluster zones can be found here.

<https://covidhotspotlookup.health.ny.gov/#/home>

<https://forward.ny.gov/>



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Steps to Take when Trick or Treating

Traditional Halloween activities are fun, but some can increase the risk of getting or spreading COVID-19 or influenza. Plan alternate ways to participate in Halloween.

Make trick-or-treating safer

- Avoid direct contact with trick-or-treaters.
- Give out treats outdoors, if possible.
- Set up a station with individually bagged treats for kids to take.
- Wash hands before handling treats.
- Wear a mask.



Wear a mask

- Make your cloth mask part of your costume.
- A costume mask is not a substitute for a cloth mask.
- Do NOT wear a costume mask over a cloth mask. It can make breathing more difficult.
- Masks should NOT be worn by children under the age of 2 or anyone who has trouble breathing



Stay at least 6 feet away from others who do not live with you

- Indoors and outdoors, you are more likely to get or spread COVID-19 when you are in close contact with others for a long time.

Wash your hands

- Bring hand sanitizer with you and use it after touching objects or other people.
- Use hand sanitizer with at least 60% alcohol.
- Parents: supervise young children using hand sanitizer.
- Wash hands with soap and water for at least 20 seconds when you get home and before you eat any treats.



Other Halloween Ideas

- Visit an orchard, forest, or corn maze. Attend a scavenger hunt.
- Go on an outdoor Halloween-themed scavenger hunt.
- Visit a pumpkin patch or orchard. Remember to wash your hands or use hand sanitizer frequently, especially after touching frequently touched surfaces, pumpkins, or apples.
- Go to a one-way, walk-through haunted forest or corn maze.
- Hide Halloween treats in and around your house. Hold a Halloween treat hunt with household members.



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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
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



“I can do things you cannot, you can do things I cannot; together, we can do great things.” - Mother Teresa