



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 #85 – Coronavirus Disease (COVID-19)
Date: October 26, 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
34	33	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 eight 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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For Voters Who Are Voting In Person

Are you voting in person in this election? Here are some things you should keep in mind to help you lower your risk of getting COVID-19.

As a voter, you can minimize the risk of COVID-19 transmission at polling locations by using personal prevention practices. This includes wearing a mask and maintaining at least six feet of distance from people who don't live with you.

You can also:

- Follow preventive measures for [transportation](#) to and from the polls.
- Check voting locations and requirements before going to vote because these may have changed due to COVID-19.
- Try to avoid crowds.
 - Use early voting, if available.
 - Vote at off-peak times, such as mid-morning.
- Bring an alcohol-based hand sanitizer containing at least 60% alcohol to use before and after voting.
- Check the [local election office](#) for information on voting options available in the jurisdiction.
- Ask poll workers what options they offer for casting your ballot if you have symptoms of COVID-19.





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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



“Sometimes it is better to be kind than to be right. We do not need an intelligent mind that speaks, but a patient heart that listens.” - Buddha