



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 #87 – Coronavirus Disease (COVID-19)
 Date: November 9, 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
42	38	2	2

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.

NYS COVID-19 Micro-Cluster Action Initiative Zones

As part of the Cluster Action Initiative, there are restrictions in eight clusters in the State, which allow the spread to stop from these clusters and protect the progress in the fight against COVID-19. These Clusters are changing and evolving over time.

Look up your address to see if you live or work in a COVID-19 Hot Spot Zone. Maps of the eight cluster zones can be found here.

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



Westchester Micro Cluster Added



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

During the Pandemic Your Employee Assistance Program Can Help

With the pandemic continuing to claim lives and disrupt employees at home and at work, the list of stressors has grown to include balancing childcare, schooling, return to work, financial problems, family health and disruptions of routines.

The results of all this are staggering. Since the start of the pandemic, overall mental illness, suicidal risk, drug and alcohol issues and depression are all surging. It's more important than ever for employees to be aware of the potential for mental health issues such as depression, stress, and suicide, and to seek mental health help and suicide prevention.

ESI Employee Assistance Group is the nation's most comprehensive employee assistance program (EAP). These benefits include hundreds of online trainings, employee coaching, the self-help center with over 25,000 personal and professional development resources, and a new Employee Engagement Program.



All incoming calls are fielded by highly experienced Master and PhD-level counselors, not operators, so that in-the-moment service and crisis assistance is provided, when needed, and issues are managed through to resolution.

ESI also has established a COVID-19 resource center on the ESI member website, www.theEAP.com/Union-AP. There you'll learn about COVID-19, find resources related to the current spread of the illness, and discover the steps you should take to prepare your family for the daily living challenges that may arise as the virus spreads to your local community. From caring for children in isolation and adjusting to remote work from home, to how to properly seek medical attention to treat the illness, these resources will help you take charge of your situation.

If it is your first time visiting this, complete a one-time registration process. When you log into the website, click on 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 a reach a counselor.** *Services are free and confidential.*





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
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



“Don’t tell me what you believe in. I’ll observe how you behave and I will make my own determination.” - Alex Trebek