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15 School Lane, Suite 200, PO Box 656  
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Phone: (518) 647-8198 Fax: (518) 647-5457

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To: Northline Utilities and Nor Pro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #90 – Coronavirus Disease (COVID-19)  
Date: November 30, 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
50	48	0	2

## 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.

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?

A copy of the Daily Self Checker can be found in the Employee Log-in Section of the Northline Utilities website: [www.northlinellc.com](http://www.northlinellc.com).



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## How to Select, Wear and Clean Your Mask

### How to Select

When selecting a mask, there are many choices. Here are some do's and don'ts.



### DO choose masks that

-  Have two or more layers of washable, breathable fabric
-  Completely cover your nose and mouth
-  Fit snugly against the sides of your face and don't have gaps

### DO NOT choose masks that

-  Are made of fabric that makes it hard to breathe, for example, vinyl
-  Have exhalation valves or vents, which allow virus particles to escape
-  Are intended for healthcare workers, including N95 respirators or surgical masks

### Gaiters & Face Shields

-  Wear a gaiter with two layers, or fold it to make two layers
-  Caution: Evaluation is ongoing but effectiveness is unknown at this time

### Special Situations: Children

-  If you are able, find a mask that is made for children
-  If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin
-  Do NOT put on children younger than 2 years old

### How to Wear a Mask



Do wear a mask that:

- Covers your nose and mouth and secure it under your chin
- Fits snugly against the sides of your face



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## How NOT to wear a mask



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear

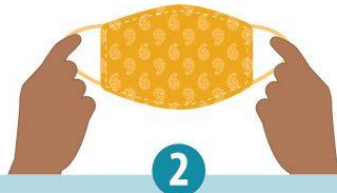


On your arm

## How to take off a mask



**1**  
Carefully, untie the strings behind your head or stretch the ear loops



**2**  
Handle only by the ear loops or ties



**3**  
Fold outside corners together



**4**  
Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

### How to Clean

Masks should be washed regularly. Always remove masks correctly and wash your hands after handling or touching a used mask.

- Include your mask with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
- Use the highest heat setting and leave in the dryer until completely dry





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### 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
- 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](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.

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](mailto:Covid19EmOps@northlinellc.com) or to specific individuals on the team.

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“The best time to plant a tree was 20 years ago.  
The second best time is now.”

– Chinese Proverb