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To: Northline Utilities and Nor Pro Employees
From: Emergency Operations Team
Re: Guidance Sheet #91 – Coronavirus Disease (COVID-19)
Date: December 5, 2020

Strategy Guidance

Travel Advisory Update

Governor Andrew M. Cuomo has issued updated travel guidelines. These updated travel guidelines continue to exempt Essential workers under certain circumstances. Exceptions to the travel advisory are permitted for essential workers and are limited based on the duration of time in designated states, as well as the intended duration of time in New York.

Short Term – for essential workers traveling to New York State for a period of **less than 12 hours**.

- This includes instances such as an essential worker passing through New York, delivering goods, awaiting flight layovers, and other short duration activities.
- Essential workers should stay in their vehicle and/or limit personal exposure by avoiding public spaces as much as possible.
- Essential workers should monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.
- Essential workers are required, to the extent possible, to avoid extended periods in public, contact with strangers, and large congregate settings.

Medium Term – for essential workers traveling to New York State for a period of **less than 36 hours**, requiring them to stay overnight.

- This includes instances such as an essential worker delivering multiple goods in New York, awaiting longer flight layover, and other medium duration activities.
- Essential workers should monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.
- Essential workers are required, to the extent possible, to avoid extended periods in public, contact with strangers, and large congregate settings.

Long Term – for essential workers traveling to New York State for a period of **greater than 36 hours**, requiring them to stay several days.

- This includes instances such as an essential worker working on longer projects, fulfilling extended employment obligations, and other longer duration activities.
- Essential workers must seek diagnostic testing for COVID-19 on day 4 after arriving.
- Essential workers should monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distancing, clean and disinfect workspaces for a minimum of 14 days.



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After reviewing this information, Northline Utilities is updating our internal Travel Guidelines to be in-line with those of NYS. **Upon returning from work related travel outside of NYS, employees must seek diagnostic testing for COVID-19 on day 4 after arriving. In most situations, employees will be allowed to work for those first four days if they are asymptomatic.**

It is important that you contact your Project Manager, Construction Manager, or General Foreman to determine if there are specific customer requirements regarding the details of your work-related travel.

The Operations Team is also monitoring the travel advisory and executive orders of contiguous and surrounding states.

The Center for Disease Control and Prevention (CDC) continues to identify travel as a risk to both contracting and transmitting COVID-19.



Daily Self-Checker



Please remember to keep using the Daily Self Checker 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?