



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 #94 – Coronavirus Disease (COVID-19)
Date: December 21, 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 |
|-------------------------------|---------------------------------------|--|---------------------------------------|
| 69 | 63 | 0 | 6 |

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.



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Celebrating Winter Holidays

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays/winter.html>



Everyone Can Make Winter Holidays Safer

- Celebrating virtually or with the people you live with is the safest choice this winter.
- Stay home or cancel your gathering if you or someone who lives with you is sick or has been near someone who thinks they have or had COVID-19.
- If you do gather with people who don't live with you, outdoors events are safer than indoor events.

Wear a mask

- Wear a mask indoors and outdoors.
- In cold weather, wear your mask under your scarf, ski mask, or balaclava.
- Keep a spare mask in case your mask becomes wet from moisture in your breath or from snow or rain.



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

- Stay 6 feet apart from others, indoors or outdoors.
- Remember, people without symptoms or with a recent negative test result can still spread COVID-19 to others.

Avoid crowded, poorly ventilated indoor spaces

- Avoid crowds and indoors spaces that do not offer fresh air from the outdoors. If indoors, bring in fresh air by opening windows and doors.

Wash your hands

- Wash hands often or use hand sanitizer.

Get a flu shot as soon as possible

- Getting a flu shot can help stop the spread of flu and lower hospital visits and serious health problems from flu.





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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 am ready to face any challenge that is foolish enough to face me.” — Dwight Schrute

