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15 School Lane, Suite 200, PO Box 656  
Au Sable Forks, NY 12912  
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 #97 – Coronavirus Disease (COVID-19)  
Date: January 11, 2021

## 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
80	72	2	8

## 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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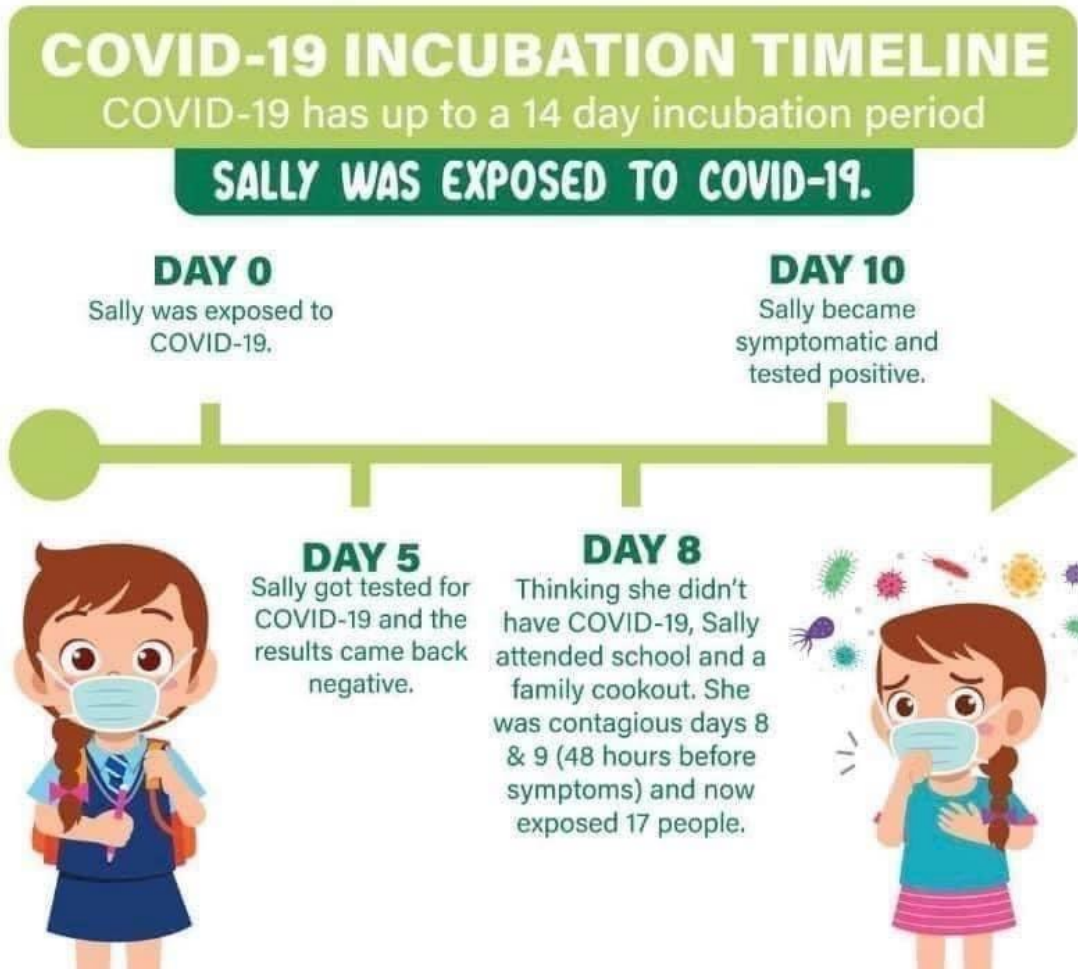
### Employee Assistance Services

COVID-19 has been a crisis for mental health, too. Remember: You are never alone. For free emotional support, consultations and referrals to a provider, call 1-844-863-9314. For free meditation and mindfulness exercises, visit [headspace.com/ny](https://www.headspace.com/ny)

Several months ago, ESI created the Covid-19 resource center on the ESI member website, [www.theEAP.com/Union-AP](http://www.theEAP.com/Union-AP). They continue to update that resource center with new information every few days so login to see what's new.



When you log into the website, click on EMPLOYEE → 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 reach a counselor**. Services are free and confidential.





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## New York State Vaccine Distribution Overview

New York State will distribute the COVID-19 vaccine in phases based on need and risk.

New Yorkers who are more likely to be exposed to the virus, and who are more likely to become seriously ill if they get COVID-19, will be offered the vaccine first. Both the federal government and New York State have developed plans to ensure that everyone will be able to get a COVID-19 vaccine as soon as large quantities are available, at no cost no matter where they live.

For More information please visit: <https://covid19vaccine.health.ny.gov/phased-distribution-vaccine>

Two vaccines have been authorized by the FDA and approved by New York State's independent [COVID-19 Clinical Advisory Task Force](#): One that was developed by Pfizer and BioNTech and another that was developed by Moderna. Both vaccines require two doses.

Thousands of health care providers will be able to offer vaccination, including doctors' offices, retail pharmacies, hospitals, and Federally Qualified Health Centers (FQHCs) of priority groups. The State Department of Health will share additional information on where New Yorkers can get vaccinated as more vaccine doses become available.

Prior to receiving the vaccination, you must complete the [New York State COVID-19 Vaccine Form](#). This form can be completed [online](#) and you will receive a submission ID, or you can fill out the form at your vaccination site. Individuals being vaccinated must bring proof of eligibility to the vaccination site.

As of January 11, 2021, New Yorkers in **Phase 1a** and segments of **Phase 1b** are [eligible](#) for the vaccines. **ALL VACCINATIONS ARE BY APPOINTMENT ONLY.** Eligible groups include doctors, nurses and health care workers, people age 75 and over, first responders, teachers, public transit workers, grocery store workers and public safety workers. Residents and staff at nursing homes and other long-term care facilities will continue to be vaccinated through a [federal program](#), which the state is providing resources to accelerate.

- **Health care workers** who are part of Phase 1a will continue to be vaccinated at hospitals and other clinical settings.
- **People age 75 and over** will primarily be vaccinated at pharmacies and other sites that are part of the "retail network." Use our [online tool](#) to find a location. Beginning at 4:00pm on Monday, January 11, the COVID-19 Vaccination Hotline will open for scheduling vaccination appointments for eligible New Yorkers: 1-833-NYS-4-VAX ([1-833-697-4829](#)).
- **Public employees** (for example, police departments, public school teachers and MTA employees) will primarily be vaccinated through their groups' relevant health programs or as organized by their unions.




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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.

Name	ICS Role	Office Number	Cell Number	E-mail Address
Jamie Atkins	Incident Commander	518-647-8198 ext. 201	518-569-8702	<a href="mailto:jatkins@northlinellc.com">jatkins@northlinellc.com</a>
Lori Mayott	Public Information Officer/Incident Commander (Alt)	518-647-8198 ext. 322	518-488-8730	<a href="mailto:lmayott@northlinellc.com">lmayott@northlinellc.com</a>
Rick Aguilar	Liaison Officer/Public Information Officer (Alt)	518-647-8198 ext. 324	518-420-7078	<a href="mailto:raguilar@northlinellc.com">raguilar@northlinellc.com</a>
William Straight	Business-Customer Liaison/Incident Commander (Alt)	518-647-8198 ext. 231	518-569-4140	<a href="mailto:wstraight@northlinellc.com">wstraight@northlinellc.com</a>
Lee Pray	Human Resources/Safety Officer (Alt)	518-647-8198 ext. 234	518-726-6724	<a href="mailto:lpray@northlinellc.com">lpray@northlinellc.com</a>
Brandy Rousseau	Business-Customer Liaison (Alt)	518-647-8198 ext. 236	518-423-4914	<a href="mailto:brousseau@northlinellc.com">brousseau@northlinellc.com</a>
William Murty	Field Liaison	N/A	716-609-7461	<a href="mailto:BMurty@NorProLLC.com">BMurty@NorProLLC.com</a>

**“Patience is the calm acceptance that things can happen in a different order than the one you have in your mind.”** – David G. Allen

