



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 #102 – Coronavirus Disease (COVID-19)
Date: February 16, 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
127	88	0	39

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 had any of the following symptoms in the last 14 days or I currently have – fever greater than 100°F, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, chills, headache, sore throat, new loss of taste or smell, congestion or runny nose, diarrhea?
2. In the last two weeks, have you been in close contact with someone who has COVID-19 or is now sick?

You have been in close contact if you have:

- been within 6 feet of someone who has COVID-19 for a combined total of 15 minutes **or** more over a 24-hour period **or**
 - provided care at home to someone who is sick with COVID-19 **or**
 - had direct physical contact (hugged or kissed) with someone who has COVID-19 **or**
 - shared eating or drinking utensils with someone who has COVID-19 **or**
 - been sneezed on or coughed on by someone who has COVID-19
3. Have I been told by a Public Health Official that I may have been exposed to COVID-19 and/or I am subject to a quarantine order?
 4. In the last 14 days, have you tested positive for coronavirus?
 5. Have you returned to New York from a non-contiguous state per Governor Cuomo’s Executive Order 205.2 or any international destinations requiring quarantine in the past 14 days?



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Employees Who Become Ill at Work or arrive to Work Ill

Northline has a responsibility to keep our workplaces safe and healthy and will do this by sending visibly sick and/or potentially contagious employees home. Northline is also asking sick employees to not report to work in the first place. If you do come into work and are visibly ill, you will be asked to leave.

If an employee is ill at work, isolate the ill employee from coworkers and have them don a mask. They should make arrangements to leave work and go home or to the nearest health center as advised by the local health authority. Employees should only drive if they are well enough to drive their own vehicle. If not, they should contact a family member for transport.

If you are made aware of an employee that is not at work because of illness or they leave work because of an illness please contact the Emergency Operations Team Liaison Officer, Ricardo Aguilar by cell phone (518) 420-7078 immediately.

Cold, Flu, Allergies or COVID-19?



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Not all with COVID-19 will present with symptoms. It is important to take precautions to prevent the spread of COVID-19 even in the absence of symptoms.

Any sudden onset of any of the symptoms listed below could indicate that you have COVID-19. You should consult your physician and you may need a test to confirm your diagnosis. Please don't assume that it's "just a cold".

People with these symptoms may have COVID-19 (This is not a complete list of all possible symptoms of COVID-19):











- Fever or chills - has a measured temperature of 100.4 °F [38 °C]† or greater, or feels warm to the touch, or gives a history of feeling feverish
- Cough - means that the cough is frequent and severe enough to catch the attention of others
- Shortness of breath or difficulty breathing - unable to move enough air into or out of the lungs, or can do so only with an unusually great effort
- Fatigue
- Muscle or body aches
- Headache - means the person has head pain of unusual severity
- New loss of taste or smell
- Sore throat
- Congestion, sneezing, or runny nose
- Nausea or vomiting - the person has vomited two or more times (not due to motion sickness)
- Diarrhea - means that the person has loose, watery stools that occur more frequently than usual (at least 3 episodes within a 24-hour period)

COVID-19, the Flu, the Common Cold, and seasonal allergies share many symptoms, but there are some key differences between them. The chart below may help you identify the differences.



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Coronavirus or **Something Else?**

Symptoms	Coronavirus Symptoms range from mild to severe	Flu Abrupt onset of symptoms	Cold Gradual onset of symptoms	Allergies
 Fever	Common	Common	Rare	Sometimes
 Cough	Common	Common	Common	Sometimes
 Headache	Sometimes	Common	Rare	Sometimes
 Aches and Pains	Sometimes	Common	Common	No
 Fatigue	Sometimes	Common	Sometimes	Sometimes
 Sore Throat	Sometimes	Sometimes	Common	No
 Shortness of Breath	Sometimes <small>(in more serious infections)</small>	No	No	Common
 Sneezing	Rare	No	Common	Common
 Stuffy Nose	Rare	Sometimes	Common	Common
 Diarrhea	Rare	Sometimes	No	No

Source: Centers for Disease Control and Prevention and World Health Organization



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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

“Leadership is about making others better as a result of your presence and making sure that impact lasts in your absence.” – Sheryl Sandberg

