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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 #104 – Coronavirus Disease (COVID-19)  
Date: March 1, 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
128	89	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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## 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.

Our Employee Assistance Program offers a number of benefits for you and your family to help with the stress and related issues caused by the pandemic. These benefits are conveniently packaged in a COVID FATIGUE RELIEF KIT. To learn more about these benefits just click on the following video link [Covid-19 Fatigue Relief Video](#).



TotalCare EAP  
Public Safety EAP  
Educators' EAP  
Higher Ed EAP  
HealthCare EAP  
Union AP

ESI member website <https://www.theeap.com/union-ap>: 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.

### 1 Coronavirus (Covid-19) Resource Center

Your online ESI Covid-19 Resource Center offers hundreds of articles, videos, and tools to help you with positive information to strengthen your coping skills and reduce your stress.

#### SAMPLE OF PANDEMIC RESOURCES

- Hundreds of Articles and Instruction
- School Staff, Students and Distance Learning
- Support for First Responders
- Working Remotely
- Supporting At-Home Children

### 2 ESI Online Training Center

Employees have free access to more than 8,000 trainings in the ESI Training Library. Simply go to TheEAP.com and click the employee and family login button at the top of the page. First click the Training Center tile, then click New & Improved Trainings and then enter 'Covid' in the search bar to find video trainings that will help.

#### SOME OF THE COVID-19 TRAININGS

- Managing Stress and Anxiety During Covid
- Working Remotely
- Preparing for an Epidemic
- Travel During Covid-19
- Safe Re-entry During Covid-19

### 3 Personal & Professional Coaching

ESI is the only EAP to offer 18 personal and professional coaching programs delivered by certified coaches. Simply call 800-252-4555 to schedule telephonic coaching for any issue, from dealing with a financial setback, to managing stress or weight gain related to being cooped up, or dealing effectively with anger and interpersonal communications.

#### ESI COACHING PROGRAMS

- Personal Finances
- Budgeting
- Balancing Life at Work and at Home
- Resilience
- Effective Communication
- Home Purchasing
- Student Debt
- Yoga and Relaxation for Beginners
- Workplace Conflict
- Saving & Spending
- Basic Supervisory Skills
- Practical Aspects of Retirement
- Fitness
- Nutrition
- Weight Loss
- Stress
- Tobacco Cessation
- Drugs and Alcohol

### 4 25,000 Self-Help Solutions

To find help for any of the Covid-related problems you may face, simply visit the ESI home page and click on the Employee and Family Login. Enter 'Covid' in the search box to explore hundreds of helpful articles. Or click on the information tiles to access dozens of tools, calculators, videos, and articles addressing pandemic-related issues involving caregiving, debt, stress, grief, and more.

#### COVID-19 SELF-HELP RESOURCES INCLUDE

- Health and Wellness Resources
- Alcohol and Substance Abuse
- Emotional Wellbeing and Resilience
- Health Assessments
- 700 Health Videos

### 5 ESI Counseling with 98% Satisfaction

ESI offers the most effective counseling in the nation, with a year-after-year 98% employee satisfaction rate. If you or your family experience Covid-19 related stress, anxiety, or any other issue, ESI counselors are here for you 24/7/365. Just call 800-252-4555.

- No other Employee Assistance Program offers more.
- No other EAP delivers better results.



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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>

“There is a crack in everything. That’s how the light gets in.” – Leonard Cohen

