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15 School Lane, Suite 200, PO Box 656  
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Phone: (518) 647-8198 Fax: (518) 647-5457

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To: Northline Utilities and NorPro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #12 – Coronavirus Disease (COVID-19)  
Date: March 27, 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
6	5	1	0

## Strategy Guidance

### Ideas for the Weekend – Maintaining Social Distancing

#### Read Everything



You always say you'll find the time to read more. Now is that time. You may not feel comfortable visiting libraries and bookstores, so download a bunch of e-books and audiobooks instead. Drag your friends into your literary abyss and create a virtual book club and video call each other to discuss.

#### Take a Virtual Museum Tour

Miss the echoing halls and self-guided audio tours? Many museums offer a similar experience on your smart phone. The Smithsonian Museum of Natural History and the Guggenheim Museum are only two of the diverse bunch that host online tours. Want to explore overseas? Google Arts & Culture has a collection of virtual walk-throughs for dozens of international museums, from Paris to New Delhi.

#### Be in Nature

Find an area where you won't encounter crowds. Breathe fresh air. Notice things about the world around you that you didn't see before. If you live near a national park, now's a great time to visit. Parks that have remained open have waived all entry fees.

#### Start Birdwatching



Find out what species nest near you, dust off your binoculars if you've got 'em and download a birdwatching map. Sit in your backyard or near a window. You'll be surprised by how many you notice when you really look. Audubon has an app to help you start birding based on your location.



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### Make that Recipe - Find New Recipes

It's time to make that difficult dessert or that day-long roast. You have all weekend to master and devour it.



Read your cookbooks and pore over every culinary site on the internet.

### Video Chat. A lot.

If you are alone, you don't need to feel alone. Download Zoom, a video conferencing web app that lets you talk with multiple people at once. Host an Instagram Live session and chat with your adoring fans -- or chat with celebrities who host their own.



### Bring out the Board Games

Clue. The Game of Life. Scrabble. The classics are just as fun as you remember. Bask in the nostalgia. Get competitive.

### Do the Tough Stuff

If you've been putting off your taxes or completing that dreaded report, do it now and get it over with.

### Get Handy

If something needs fixing around the house, whip out your toolkit and get to work. There's something about building that fills you with purpose.

### Revisit an Old Game

The game you watched on pins and needles until your team pulled a last-minute victory. The game that made you fall in love with the sport. If you have a subscription to a sport-specific streaming service, check if they have your favorite game. If not, YouTube has clips of a surprisingly large collection of games.



### Don't Panic

Protect your health and continue connecting with family and friends virtually if necessary. Weekends may look different for a while. Get through them together.

## Working Remotely – Tip of the Day

### Develop a Morning Routine



Another enjoyable perk of working from home is not having to get up, rush out of the house, and commute to an office. However, working from home doesn't mean you get to skip your morning routine altogether.

Get up early, take a shower, make your coffee and breakfast, and prepare your lunch, just like you have to leave the house.

## Recently Issued Guidance on Governor Cuomo's Executive Order 202.6

The Emergency Operations Team is working to address the Guidance issued today through Empire State Development on Executive Order 202.6 and will have clarification and updated information for tomorrow's call.



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## **Risk Assessment Guidance**

The Emergency Operations Team has developed a Daily Self-Checker to be used by employees and new hires. This Daily Self Checker is a list of questions that everyone should ask themselves every morning before work. If you are a NLU employee and 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. If you are a new hire to Northline and answer “Yes” to any of these questions you should contact Lee Pray, Human Resources (518-726-6724).

### *Daily Self-Checker*

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 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, sore throat, difficulty breathing, and/or cough?
6. Am I currently experiencing any of the following symptoms – fever greater than 100°F, sore throat, difficulty breathing, and/or cough?

## **Frequently Asked Questions**

We have asked all of you to elevate your questions regarding the Northline Utilities COVID-19 response to the Emergency Operations Team either directly or through your Functional Manager. Many of these questions brought forth by different groups and individuals are relevant to the whole organization. Therefore, we will be including the questions and the responses in our Guidance Sheets going forward.

Question #1: Can I drive my own vehicle to the work site instead of riding in the bucket truck?

Response #1: You should always discuss the particulars of your situation with your Supervisor. If appropriate, Northline is authorizing the voluntary usage of personal vehicles in the above situation. Below are guidance points for personal vehicle use on Northline Utilities jobs:

- As always, no firearms are allowed to be stored in personal vehicles in the show up or work locations
- Vehicles with derogatory, racist, vulgar, and offensive stickers and decals are not permitted to be used on our job sites
- Personal vehicles are only to be used to transport people. Any tools, material or scrap must be transported in a Northline vehicle
- Personal vehicles should either parked in and made a part of the work zone or parked far enough away that they don't affect the work zone
- Vehicles must be insured




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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>
Rudy Kunz	Safety Officer/Liaison Officer (Alt)	518-647-8198 ext. 227	518-275-5583	<a href="mailto:rkunz@northlinellc.com">rkunz@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>

***“Challenges are what make life interesting and overcoming them is what makes life meaningful.” – anonymous***

