



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 NorPro Employees
From: Emergency Operations Team
Re: Guidance Sheet #38 – Coronavirus Disease (COVID-19)
Date: April 22, 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
20	17	2	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Tips to Avoid Foggy Glasses

People with glasses have learned the hard way that these masks cause their glasses to fog up just about every time they exhale. While not a major issue, it's quite annoying. Here are a few methods to help you maintain a clear view while wearing glasses and a face mask.



- Immediately before wearing a face mask, wash your spectacles with soapy water and shake off the excess. Then, let the spectacles air dry or gently dry off the lenses with a soft tissue before putting them back on.
- Some anti-fog sprays stop moisture from collecting on your glasses. Like soap and water, these sprays are designed to keep condensation from sticking to lenses. Scott Dick will be sending anti-fog wipes out.
- Some masks come with a metal nose clip that allows the wearer to limit the amount of moisture that comes in or out of the mask. If you're sewing homemade masks, you can use flexible objects like bobby pins, paper clips or pipe cleaners to create a fitted "nose."
- Folding down the top quarter of a face mask provides extra space for your breath to escape before it hits your glasses. Keep in mind, though, that this doesn't work in masks containing metal noses and more importantly, it reduces the area covered by the mask.
- Fold a tissue into a rectangle and connect it to the mask so it stays on the bridge of your nose. The tissue blocks and absorbs some of the moisture escaping the mask to keep lenses clear. Keeping the tissue in place can be tricky, and it's vital to get it right the first time so you're not constantly touching your face to adjust it. Thin tape – medical tape particularly – could work.



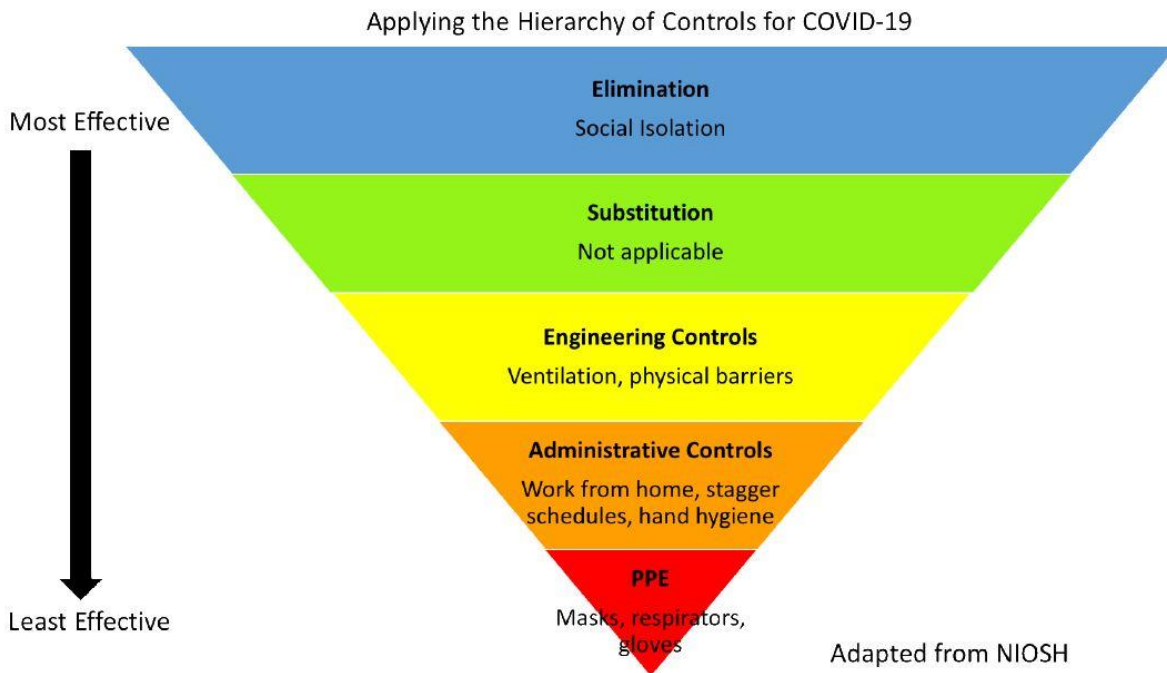
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COVID-19 and the Hierarchy of Hazard Controls

Hierarchy of Hazard Controls is a system used in industry to minimize or eliminate exposure to hazards. Traditionally, a hierarchy of controls has been used as a means of determining how to implement feasible and effective control solutions.

The idea behind this hierarchy is that the control methods at the top of graphic are potentially more effective and protective than those at the bottom. Following this hierarchy normally leads to the implementation of inherently safer systems, where the risk of illness or injury has been substantially reduced.

This system has been adapted for COVID-19 as you can see in the illustration below.



COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. Social distancing helps limit contact with infected people and contaminated surfaces.

The best way to prevent illness is to avoid being exposed to this virus.

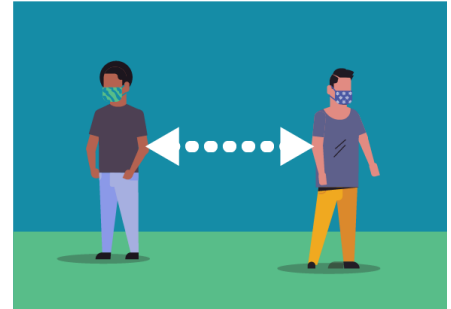


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Proper hand hygiene is an important part of preventing the spread of COVID-19. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

As part of NYS Executive Order No. 202.17 it is a requirement to wear a face-covering (if medically able) when in a public place and unable to maintain social distancing. The cloth face cover is not a substitute for social distancing.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.



Working Remotely – Tip of the Day

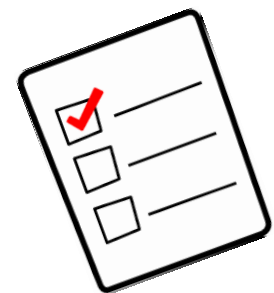
Build a Real Workspace



The first step in your “work from home” journey is to designate an area of your home, specifically for getting work done. This could be an empty or spare bedroom that you convert to a home office. If you are pressed for space, you can set up a desk for your computer and office supplies.

Regardless of space or location, establish an area of your home where you will work, and commit to working in this space every day. Be sure your workspace is quiet so you can focus on the task at hand.

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.



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?



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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
Rudy Kunz	Safety Officer/Liaison Officer (Alt)	518-647-8198 ext. 227	518-275-5583	rkunz@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
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Think about things
differently.