



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 #47 – Coronavirus Disease (COVID-19)
Date: May 1, 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	19	0	1

Our one Positive has recovered and is back at work.

Strategy Guidance

Working Remotely – Tip of the Day

Update Your To-Do List Every Morning



When working from home it can be challenging to keep track of what you have to do throughout your workday. It's easy to lose sight of priorities, tasks, and deadlines.

Start your day by reviewing priorities for the day. When you make your task list, stick to it. It's tempting to just leap into your email, but with a little extra focus, you can move the needle while working from home.

Set goals and time limits for each task. After you complete each task, cross it off the list. This simple technique is both effective and fulfilling. Stay on task by quickly writing down all the things that need to get done at the start of each day.

Six Ways to Maintain Your Well-Being During a Pandemic

COVID-19 has dramatically changed our lives in the past few weeks, creating a new way of working and living. During these times of sudden change and uncertainty, the best way to navigate the new changes is by focusing on self-care and helping those around you while following proper health precautions. It's also an important time to bring your health and well-being to the forefront.



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Self-care in the wake of the coronavirus outbreak includes focusing on things you can control (like having good hygiene) instead of those you cannot (stopping the virus). Below are some simple steps to help focus on well-being while you adjust to a new normal, and changes to your daily routine:

Go for a Walk in Your Neighborhood

Participating in outdoor activities is perfectly acceptable if you maintain a distance from others of at least 6 feet. Going for a walk, visiting a local park, or even playing in the yard with your children are great ways to incorporate physical activity into your new routine. Taking a break to exercise can also help reduce stress.

Take an Online Fitness Class

Many fitness companies, personal trainers, and health organizations are making on-demand fitness classes available for free. If you've been curious about trying a Zumba class or want to get back into yoga, now is a great time to do so. There are numerous exercise routines that require no equipment other than internet access.

Have a Virtual Book Club with Friends



While gathering a group of friends may not be possible right now, you can still connect with a virtual meet-up. If you have a weekly gathering or book club meeting, use FaceTime or another video streaming service to connect with your group. Maintaining these events, especially during uncertain times, will help keep a sense of normalcy.

Talk to a Counselor or Therapist

If you are feeling overwhelmed or concerned about how to handle social isolation, it's okay to reach out for help. Many employees have EAP plans that include free or discounted counseling sessions that can be conducted virtually or over the phone. It may even help to talk with a close friend about your concerns and how you are feeling.

Try New Healthy Recipes

With extra time being spent inside, now is a great time to focus on healthy eating. Use this time to invest in trying new healthy dishes and become more mindful of how you nurture your body. During quarantine it can be natural to stress eat or crave comfort foods but being aware of how you're eating can help maintain focus on well-being.



Reduce Stress

The current information being shared from authorities and news media can be scary and overwhelming. It's important to take breaks from watching, reading, or listening to news stories, especially on social media. Take time to meditate, read a book, or watch a movie—anything to help you unwind and separate your mind from stressors.

Keep up your daily routine and normal activities as much as possible. Consider creating a schedule that prioritizes your well-being and positive mental health. Even simple activities like exercising or completing a puzzle can help you to relax and positively impact your thoughts and feelings.



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Life may feel very hard and stressful over the next several weeks. There are very real burdens, and we won't always like it. But we still need to take precautions to protect our health and well-being.

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Employee Assistance Services

Some weeks ago, ESI created the Covid-19 resource center on the ESI member website, 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.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
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.

NYS Partners with Headspace

New York State announced its partnership with the company Headspace to provide New Yorkers with free meditation and mindfulness resources. We can't underestimate the impact this public health crisis has on mental health. New Yorkers can access a collection of free guided meditations, along with at-home mindfulness exercises and additional resources to help address rising stress and anxiety. Visit www.headspace.com/ny.

STAY HOME. STOP THE SPREAD. SAVE LIVES.

SELF CHECK QUESTIONS

- Have I traveled from a country/region with widespread sustained transmission and/or sustained community transmission of COVID-19?
- Have I been in contact with someone who has traveled from either of the above and is now sick?
- Have I had contact with someone with lab confirmed COVID-19 in the last 14 days?
- Have I been told by a public health official that I may have been exposed to COVID-19?
- 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?
- Am I currently experiencing any of the above symptoms?

Risk Assessment Guidance

The Emergency Operations Team has developed a Daily Self-Checker to be used by employees. 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.



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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
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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
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William Murty	Field Liaison	N/A	716-609-7461	BMurty@NorProLLC.com

“Stop waiting for the right time. Time isn’t waiting for you.” – unknown

