



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 #5 – Coronavirus Disease (COVID-19)
Date: March 20, 2020

New Contact Information for the Emergency Operations Team

We have created an e-mail distribution list that is in the Northline Global Address Book. By sending an e-mail to Covid19EmOps@northlinellc.com you will be sending an e-mail to everyone on the team. You are encouraged to send e-mails to Covid19EmOps@northlinellc.com or to specific individuals on the team.

Strategy Guidance

Information Gathering

The Emergency Operations Team is kindly asking that each Collective Bargaining Employee give their IBEW Local Number and Contact information to their General Foreman / Construction Manager as soon as possible. Also, if known, please supply the Name, Contact information, and Group Number of your Health Insurance Carrier. The General Foreman / Construction Managers should summarize the information and send the summary to the Emergency Operations Team E-mail Covid19EmOps@northlinellc.com.

National Disease Emergency Response Agreement (NDERA)

As a result of ongoing discussions and to address the recently declared National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, NECA and the IBEW have reached agreement for a national agreement to address the COVID-19 pandemic (or similar diseases) and potential emergency situations created by it. We are attaching the "National Disease Emergency Response Agreement (NDERA)" as an Addendum to this Guidance Sheet. It has been reviewed and approved unanimously by the NECA Executive Committee and will be available for use immediately effective March 16, 2020.

Special Storm Logistics Team

The Emergency Operations Team has asked Bill Murty to lead a group of employees as part of a very specific storm logistics team. The potential for a weather event that would require Northline personnel to mobilize to an area is ever present. COVID-19 has changed the current landscape and has added new challenges and hurdles that we must overcome, especially during a storm response. This group will focus on anticipating what might be different during a storm response and facilitating possible solutions.

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



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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 people who recover from COVID-19 be infected again?

Response #1: The immune response to COVID-19 is not yet fully understood. Patients with MERS-CoV infection are unlikely to be re-infected shortly after they recover, but it is not yet known whether similar immune protection will be observed for patients with COVID-19.

We are monitoring the updated information on the CDC Website:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/faq.html>

Question #2: What can we do to limit public exposure now that our crews are being dispatched to an area for standby?

Response #2: Limiting exposures in public areas is extremely important. We want employees to do their best to stay safe while traveling on storm.

It may 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 possibly their eyes, but this is not thought to be the main way the virus spreads.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

Take steps to protect yourself

- 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.
- Avoid close contact
- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.



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Question #3: One person on a crew in a show-up has symptoms of being sick. If they have been working within the area of the rest of the crew - does the whole crew go home if no one else has symptoms?

Response #3: No, the rest of the crew does not need to go home in this scenario.

Remember, as part of our Northline Notification Protocol:

These are the reasons to contact Ricardo Aguilar (raguilar@northlinellc.com):

- 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

The CDC has listed very specific symptoms as being related to COVID-19.



Call your doctor: If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**. Emergency warning signs include*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

The CDC also has a “Coronavirus Self-Checker” on their website that you step through if you are experiencing symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>



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Notification

Immediate Notice is Required to be Given if any individual on this project site has:

- Tested positive for COVID-19;
- Encountered someone known to have tested positive for COVID-19; or
- 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.

Emergency Operations Team

If you have any questions regarding this interim guidance, please do not hesitate to contact a member of the Emergency Operations 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
William Murty	Field Liasion	N/A	716-609-7461	BMurty@NorProLLC.com

Addendum 1



TO: All NECA Chapters and IBEW U.S. Local Union Business Managers

CC: All NECA and IBEW District and Regional Field Operations, Officers and Staff

FROM: IBEW International President Lonnie R. Stephenson, NECA CEO David Long

SUBJECT: Questions and Answers (Q&A) - National Disease Emergency Response Agreement (NDERA)

DATE: March 19, 2020

In response to the release of the National Disease Emergency Response Agreement (NDERA) on Monday March 16 that was designed to address the current national public health emergency and to provide guidance for our industry, we have received a number of questions.

The attached NDERA Questions and Answers has been written to address the questions we have received from the field to date and the guidance is intended to answer as many of those questions as possible. These questions and answers are subject to being revised by NECA and the IBEW as often as necessary.

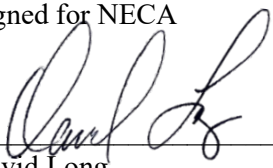
The questions and answers have been vetted and reviewed by both IBEW and NECA Leadership including IBEW International President Lonnie Stephenson, IBEW International Secretary Treasurer Kenny Cooper, NECA President Larry Beltramo and NECA CEO David Long. Additionally, these Questions and Answers have also received legal review from the legal counsels of both organizations.

This threat is ongoing and must be continually monitored by the parties who have agreed to discuss any questions, new legislation or regulation related to the coronavirus or similar disease that may impact this agreement. This agreement has provided the electrical construction industry with the ability to react quickly to potential emergencies related to this pandemic.

Once again, the IBEW and NECA are leaders in the construction industry with the development of the NDERA and other organizations in the construction industry are working on similar agreements for their industries using the NDERA as the pattern.

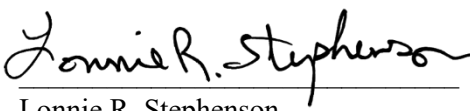
If you have any questions, please be sure to contact either the IBEW or NECA national organizations.

Signed for NECA



David Long
CEO
Date: 3/19/20

Signed for IBEW



Lonnie R. Stephenson
International President
Date: 3/19/20

JOINT NECA/IBEW NDERA Q&A (3.19.2020)

The intent of the National Disease Emergency Response Agreement (“NDERA”) is to address the current public health emergency and provide guidance on safety and referral issues in a fair manner. Several questions have arisen at a local level, and this guidance is intended to answer as many as possible. This guidance is subject to being revised by NECA and the IBEW as often as necessary.

IMPORTANT: *Unless they have adopted their own agreement at the local level, Local Unions must post the NDERA and these Q&As on their website; if possible, in their referral halls; and should, if possible, email them to their members. If a Local Union and Chapter have adopted their own coronavirus agreement instead of the NDERA, then that locally negotiated agreement must be distributed and posted by the Local Union as set forth in this paragraph.*

1. Does the NDERA supersede any local recall/furlough language that provides a right of recall than would be available under the NDERA?

Yes, unless the recall/furlough language provides a longer right of recall, in which case the longer right of recall would remain in place.

2. If employees who lose their jobs due to coronavirus sign the out-of-work list, can they still be recalled by the contractor they were working for before losing employment?

Yes. The NDERA allows those who (i) are laid off due to a coronavirus shutdown, (ii) were absent due to being quarantined, or (iii) refused to be present at the jobsite out of a genuine belief that being present would place them in imminent danger of contracting coronavirus, to return to their original positions with their employer upon the resumption of work on the jobsite, and/or their ability to return, without the need of the referral process, and irrespective of whether such employees have signed their local union’s out-of-work list. Nothing in the NDERA prohibits an employee from signing the out-of-work list.

3. To what jobs does this Agreement apply?

All jobs covered by an agreement between any chapter of NECA and any local union of the IBEW. This includes any agreements with signatory employers not normally considered construction agreements such as Trade Show Agreements, Test Site Agreements, etc., and to National Agreements that adopt local referral practices.

4. If employees lose their job due to coronavirus, sign the out-of-work list and obtain a regular “long-term” referral, may they still be recalled by contractor for which they were working before losing their job due to coronavirus?

No. However, if employees only take a short-term call, then they may still be recalled by the contractor for which they were working before losing their job due to coronavirus. For purposes of this NDERA, a short-term call shall be as defined in the applicable Local Agreement or in the Local’s referral procedures. If a Local does not have an Agreement or referral procedure defining the length of a short-term

call, then for such Locals for purposes of this NDERA only, a short-call shall mean a call of 14 calendar days or less.

5. Does the NDERA prohibit a Local and a Chapter from entering into their own agreement that addresses the impact of coronavirus and provides for different terms?

No. While the intent of the NDERA is to address the issues surrounding coronavirus, NECA and the IBEW recognize there may be unique circumstances in a local area. This is the purpose of the exclusion for locally negotiated agreements or MOUs in the NDERA. If the local parties mutually choose to bargain their own agreement on the impact of coronavirus, it must deal specifically with coronavirus, be reduced to writing, and signed by both parties. There shall be no requirement on any Local Union or Chapter to bargain their own agreement on coronavirus.

6. If a Local and a Chapter do not enter into their own agreement addressing the impact of coronavirus, does the NDERA apply to the construction agreements between that Local and Chapter?

Yes. As the NDERA states: *“This Agreement (NDERA) shall supersede any conflicting provisions in a construction agreement between any chapter of NECA and any local union of the IBEW, except that it shall not supersede any locally negotiated MOU or agreement between a chapter of NECA and an IBEW local union addressing the impact of coronavirus.”*

7. If a worker is sent home due to suspected coronavirus contraction, who must the contractor inform and how timely?

The employer should follow all guidance and protocols provided by the appropriate federal agencies if there is a suspected case of coronavirus on their jobsite. The NDERA contains links to resources for the employer’s reference.

8. Is there a maximum length for a furlough?

- a. For employees observing the CDC recommended quarantine period due to exposure to coronavirus or similar disease, the furlough should end when the employee has completed the recommended quarantine period and provided a doctor’s release to return to work.
- b. For employees who have been restricted or denied access to a jobsite due to coronavirus, the furlough shall end when the jobsite reopens.
- c. All furloughs pursuant to the NDERA will end when the Parties terminate the NDERA.

9. When will employees be permitted to return to work when a jobsite reopens?

Employees will be permitted to return to work if/when their original position is available as determined by the employer. Everyone who was furloughed and still meets the eligibility requirements for recall, however, shall be offered recall before an employer may seek employees for that project through referral.

10. What are the responsibilities of the employees if they have or suspect a coronavirus related illness?

If an employee is exhibiting the symptoms of coronavirus: fever, cough, and/or shortness of breath, or if an employee sees another employee exhibiting those symptoms, the employee has a responsibility to report that to their employer's representative as soon as reasonably possible. It is then up to the employer to follow all guidance and protocols following such report. Current guidance may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees have a duty to self-quarantine if they reasonably believe they have contracted the coronavirus as recommended by the Center for Disease Control. A doctor's release will be required to return to work.

11. Should the Local and Chapter devise a system to ensure that each is informed of which employees have lost employment due to coronavirus?

Yes, the IBEW and NECA encourage the parties to devise such a system on the local level.