



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 Nor Pro Employees  
From: Emergency Operations Team  
Re: Guidance Sheet #82 – Coronavirus Disease (COVID-19)  
Date: October 5, 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 |
|-------------------------------|---------------------------------------|--|---------------------------------------|
| 33                            | 32                                    | 0  | 1                                     |

Our one Positive has recovered and is back at work.

## 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.

A copy of the Daily Self Checker can be found in the Employee Log-in Section of the Northline Utilities website: [www.northlinellc.com](http://www.northlinellc.com).

### KEY TIMES to Wash Your Hands

- ✓ **Before**
  - Eating or preparing food
  - Touching your face
- ✓ **After**
  - Using the restroom
  - Coughing or sneezing
  - Leaving a public place
  - Handling mask
  - Changing a diaper
  - Caring for someone sick
  - Touching animals or pets

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)

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

## Counseling Help from Your EAP

If you're feeling overwhelmed by events lately, you aren't alone. Times are indeed tough. But remember, help is just a phone call away through your EAP, which has a variety of free, confidential counseling and support services available 24/7/365. Benefits are available to you and all eligible family members.

### Get help for:



Stress  
Loss & Grief  
Money & Debt Problems  
Relationship & Family Issues  
Elder & Child Care  
Legal Issues  
Health & Wellness  
Substance Abuse

***Much More!***

- ✓ All EAP counseling services start with a phone call, day or night.
- ✓ Experienced Masters and Ph.D. level clinical counselors provide immediate support.
- ✓ Often, you can resolve your issues just by talking to a counselor, but if not, they will refer you to video counseling or face-to-face counseling with a local counselor for additional help.
- ✓ We've built a referral network of more than 40,000 private practice providers throughout the U.S. and Canada to supplement our own counseling services.

If you prefer, login to explore over 25,000 self-help resources covering virtually any problem or issue that you or your family may face.

Your EAP can help - call any time: 800.252.4555 | [www.theEAP.com](http://www.theEAP.com)




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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<br>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<br>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<br>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<br>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<br>ext. 234 | 518-726-6724 | <a href="mailto:lpray@northlinellc.com">lpray@northlinellc.com</a>         |
| Brandy Rousseau  | Business-Customer Liaison (Alt)                     | 518-647-8198<br>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>             |



**“Be enthusiastic as a leader. You can’t light a fire with a wet match.” - anonymous**