



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 #95 – Coronavirus Disease (COVID-19)
Date: December 28, 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
70	63	0	7

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.

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 lab 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, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell?
6. Am I currently experiencing any of the above symptoms?

A copy of the Daily Self Checker can be found in the Employee Log-in Section of the Northline Utilities website: www.northlinellc.com.



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What is Contact Tracing?

Contact tracing is the process of contacting all people who've had contact with someone who tested positive for COVID-19. Contact Tracers have been hired and trained to work with state-of-the-art software to gather information on the spread of the infection. Your participation is confidential. Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from "NYS Contact Tracing" (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

Contact Tracing: Do your part to keep your family, friends, and community safe.

WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN DIAGNOSED WITH COVID-19.

- 1** If you have been diagnosed with COVID-19, a public health worker will call you to check on your health.

They will ask you who you've been in contact with and where you spent time while you were sick and may have spread COVID-19 to others.

Any information you share with public health workers is **CONFIDENTIAL**. This means that your personal and medical information will be kept private.
- 2** You will also be asked to **stay at home and self-isolate**, if you are not doing so already.

Self-isolation means **staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.**

Self-isolation helps slow the spread of COVID-19 and can keep your family, friends, and community safe.
- 3** Continue to monitor your health. If your **symptoms worsen or become severe, you should seek medical care.** Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

If you need support or assistance while self-isolating, the health department or a local community organization may be able to provide assistance.



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CONTACT TRACING: WHAT TO EXPECT IF YOU MAY HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19

1

If you have been in close contact with someone who has COVID-19, a public health worker will call you to inform you that you may have been exposed to COVID-19.



Any information you share with public health workers is **CONFIDENTIAL**.

This means that your personal and medical information will be kept private.



2

You should stay at home and self-quarantine for 14 days, starting from the last day you were possibly exposed to COVID-19.



Self-quarantine means staying home, monitoring your health, and maintaining social distancing (at least 6 feet) from others at all times.

3

The public health worker can provide information about COVID-19 testing in your area.

If you need support or assistance with self-quarantine, your health department or community organizations may be able to provide assistance.



4

You should take your temperature twice a day, watch for fever and other symptoms of COVID-19, and notify your health department if you develop symptoms.



5



If you become ill during the 14 days of self-quarantine, you should notify the health department and seek medical care if your symptoms worsen or become severe. Emergency warning signs include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

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We can all work together to help slow the spread of COVID-19.

Do your part to keep your family and your community safe: Answer the call to slow the spread.



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

“Talent without training is nothing.” — Luke Skywalker

