To:      Northline Utilities and Nor Pro Employees
From:      Emergency Operations Team
Re:      Guidance Sheet #99 – Coronavirus Disease (COVID-19)
Date:      January 26, 2021

## 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 |
|---|---|---|---|
| 109 | 81 | 1 | 27 |

## Strategy Guidance



### A little present for those around you…THE 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.

**When to** QUARANTINE

## Stay home if you might have been exposed to COVID-19

Local public health authorities determine and establish the quarantine options for their jurisdictions. Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Quarantine or Isolation: What's the difference?**

**Quarantine** keeps someone who might have been exposed to the virus away from others.
**Isolation** keeps someone who is infected with the virus away from others, even in their home.

**Who needs to Quarantine?**

**People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.**

People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again <u>as long as they do not develop new symptoms</u>. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

**What counts as close contact?**
- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

**Steps to Take - Stay home and monitor your health**
- Stay home for 10-14 days (as directed by your local public health authorities) after your last contact with a person who has COVID-19.
- Watch for fever (100.4◦F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

**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 |

# "Start by doing what's necessary, then do what's possible; and suddenly you are doing the impossible." – Saint Francis of Assisi