

Coronavirus Policy



UPDATED March 17, 2020

To: All Employees of the Plastek Group
From: Robert Welton – Director of Human Resources, Health and Safety
Subject: Coronavirus and Excused Absence

Effective March 12 and updated March 17, 2020 Plastek will be initiating a suspension of attendance rules while the Coronavirus outbreak continues to increase. Like other coronaviruses, including those that cause the common cold and that triggered SARS, COVID-19 is a respiratory illness. The most common symptoms are:

- Fever
- Dry cough
- Shortness of breath
- Difficulty breathing
- Fatigue

Although having a runny nose doesn't rule out coronavirus, it doesn't thus far appear to be a primary symptom.

Most people only become mildly ill, but the infection can turn serious and even deadly, especially for those who are older or have underlying health conditions.

If you develop these symptoms or need to stay home and care for a family member with these symptoms, **Please Call off and Do Not go to work.**

Excuses from work will be allowed without a Doctor's note until further notice. Please stay home until you become well again. Absences will be allowed for staying home to care for children due to school and day care closings. You will not receive demerits for being out for Coronavirus symptoms, childcare or to care for a family member with Coronavirus. Your health and the health of your co-worker is of the utmost importance during this problem. You may use vacation and/or personal time and the procedures for medical leaves and disability pay will remain the same.

Thank you in advance for your cooperation. The Coronavirus is a problem we can all solve together by avoiding unnecessary contact and potential exposure. Please, let's watch out for each other and act out of an abundance of caution during this problem. If you should have any further questions concerns, please contact Human Resources at X4409, Nurse(s) at X5455 & 5430 or your supervisor.