

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 Social Distancing

Effective March 17, 2020 Plastek is asking employees to maintain social distancing at Plastek due to the Coronavirus problem. The Coronavirus problem is in various stages of development around the world and is expected to worsen in the days, weeks and months ahead as the virus spreads and additional testing identifies more confirmed cases. Therefore, this will become a global policy for Plastek.

We ask all employees maintain at least arm's length distance from others and up to six (6) feet is a best practice. Social Distancing includes the lunch/break room and when you line up for using the time clock to badge in and out of work. During these periods, please use the arm's length practice and limit talking to others.

Thank you in advance for your cooperation with this new adaptive policy. The Coronavirus is a problem we can all solve together by avoiding unnecessary contact and potential exposure. Please, lets watch out for each other and act out of an abundance of caution during this problem. If you should have any further questions about this change, please contact Human Resources at X4409.