Coronavirus Policy

THE
PLASTEK
GROUP
WORLD CLASS SUPPLIER OF PLASTIC PRODUCTS
DESIGN ▲ BUILD ▲ MANUFACTURE

UPDATED March 19, 2020

To: All Employees of the Plastek Group

From: Robert Welton – Director of Human Resources, Health and Safety

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Subject: Coronavirus and Wearing Masks at Work

Effective immediately Plastek will allow employees to voluntarily wear disposable medical masks at work, should they choose to do so.   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.

<u>ONLY</u> the masks pictured below will be permitted to be worn while at work at Plastek. These masks are considered medical masks or dust masks with a single elastic band around the head or dual elastic bands that go around the ears. Plastek will not supply employees with masks. Employee who choose to wear a mask must supply their own.

Masks that are classified as N95 or greater are considered respirators and <u>**WILL NOT**</u> permitted for use at work at Plastek during the Coronavirus problem. These masks typically have two elastic bands that are fitted around the head (see picture below). These masks / respirators require lung capacity and fit testing by an employer per OSHA standards before use at work. This testing is required to prove an employee has strong enough lungs to breath sufficiently through a mask / respirator.

<u>**PLEASE NOTE:**</u> The CDC states there is no evidence on the usefulness of medical or dust masks to protect you from contracting the Coronavirus. If you choose to wear a mask while at work, please use the following best practices on how to wear, remove and dispose of them.
- Place the mask carefully over mouth and nose and minimize gaps between the face and mask.
- Avoid touching the mask.
- Remove the mask by removing the lace from behind the ears.
- Wash hands immediately with soap and water or alcohol-based hand sanitizer.
- Do not reuse single-use mask and discard them immediately after taking off.