



COVID-19 Protocols

PLEASE READ – PROTOCOLS HAVE CHANGED - As coronavirus cases from the delta variant are on the rise, we are asking that all employees stay on guard and remain vigilant in following Plastek's COVID-19 protocols to continue to keep our workplace and employees safe.

Vaccinations:

- Pfizer's two-dose Covid-19 vaccine **has received full approval** from the US Food and Drug Administration (FDA).
- We encourage those who are not vaccinated to do so as vaccinations are readily available throughout the community.
- Plastek is hosting a vaccination clinic at CPD on Friday, September 3rd. Employees can register with HR or the Plastek Nurses.

Face Masks:

- As of Monday, August 30th, unvaccinated employees, visitors and contractors must resume wearing a face mask.
- Proof of vaccination will be required to not wear a face mask. Employees must follow these steps to participate:
 - Show a valid vaccination card to Plastek Nurse(s) and/or Human Resources Representative.
 - Allow Human Resources to record the full vaccination date. ○ Allow Human Resources to produce a Plastek COVID Vaccination Card with the employee's name and expiration date.
 - Agree to place this card behind your regular ID badge and display at all times for verification purposes. ○ Once the card is printed, received and is displayed by the recipient the mask can be removed.
 - This Plastek Vaccination Card is now expected to be good for eight (8) months. Afterwards booster shots will be required.

Symptom Monitoring:

- Watch for symptoms such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell.
- **PLEASE - DO NOT come to work if you have any of these symptoms!**
- Contact your Supervisor & Plastek Nurse for next steps.

Screening:

- **Effective Monday August 23rd**, screening and temperature reading before entering the Plastek facilities is required for **ALL employees, visitors and contractors.**

- Tracking and reporting of all screening failures & of those who have not been screened will be back in place and should be enforced by Supervisors and Managers.

Quarantine / Isolation:

- If you are sick or think you have COVID-19, you should isolate to help prevent spread.
- If you're not fully vaccinated and have had close contact/exposure to a person with COVID-19, you should quarantine for 14 days.
 - Shorten periods = after day 7 with negative test results and after day 10 without.
 - Self-monitor for symptoms for 14 days: check temperature twice a day, watch for fever cough, or shortness of breath, new loss of taste or smell.
- If you are fully vaccinated and have been exposed to a positive case, even if you don't have symptoms: **get tested on day 4 after exposure**, remain quarantined and wear a mask indoors in public for 14 days following exposure or until their test result is negative.
- ALL employees, (vaccinated & not vaccinated) who are exposed to and live with an individual with a positive case of COVID-19, will be required to follow quarantine directives. Contact your Supervisor & Plastek Nurse for next steps.

Absences:

- Employees missing work due to a COVID related situation must call off each day & **obtain clearance from the Plastek nurse before returning to work.**
- COVID related absences will be excused with a doctor's excuse or with proof of having had a COVID test.
- Absent employees will no longer receive COVID-19 Sick Pay. This benefit ended March 31, 2021.

Visitors:

- Employees who are anticipating a visitor from another country are required to complete a COVID-19 Visitor Request Form and get the request approved. The form is available in the Safety Dept.
- If unvaccinated, the visitor will be requested to complete a Plastek administered rapid test before their visit.
- Employees should remain vigilant in having all visitors pass the screening process before being admitted.

Travel:

- Travel from state to state is no longer restricted, however we will quarantine all employees who have travelled internationally (outside of the 50 states).
- Employees must get tested 4 days after international travel (outside the 50 states)
- A negative test result taken on day 4 or later after returning will override the remainder of the required quarantine.

Sanitizing:

- Extensive cleanings of touch points and high traffic areas on each shift continue.
- Employees should wash hands with soap & water for at least 20 seconds as frequently as possible. Use hand sanitizer if soap & water are not available.
- Employees should clean & disinfect their personal workspace daily.

Keeping our employees' safe remains Plastek's number 1 priority! Please continue to follow these safe practices to mitigate the spread of COVID-19 and other more dangerous variants. If you have questions or concerns, please contact Human Resources, Health or Safety. Thank you and stay safe.