



COVID-19 Absence Guide & Expectations



If you have symptoms and think you have COVID-19,
if you are waiting for test results, or if you have tested positive:

DO NOT report to work!

- Call off of work via the absence messaging service phone lines:
 - Erie Divisions: 814-878-####:
CPD/Yoder: 4681, PED: 4682, TTD: 4680,
SMD/EPD: 4683, PAD: 4686, PIT: 4688
 - Hamlet Division: 910-557-5955
- Go / stay home, call off each day & stay in touch with your Supervisor.
- Contact Plastek's **COVID Hotline @ 814-878-5677** with COVID questions, next steps of quarantine timeline, to provide test results, or to be evaluated and released **before** you return to work (RTW).
- An EHS representative will return your call within 24 hours, during normal business hours of Mon-Fri 8am – 5 pm. If you leave a message on Fri night or weekend days, you will be called back on Monday morning. EHS will advise of next steps or will issue the required RTW letter to admit you back into work.

NOTE: you WILL NOT be admitted back into Plastek without an **approved release** from the Plastek Health Dept (EHS) in the form of the **RTW letter** to your Supervisor/Manager.

Any questions or concerns, contact the COVID Hotline @ 814-878-5677.