



814-878-5677

- **Contact Plastek's COVID Hotline:**
 - To ask COVID related questions.
 - For guidance & next steps of quarantine timeline.
 - To provide the EHS Department with your test results.
 - To be evaluated and released **before** you return to work.

- **Leave a detailed message that includes:**
 - Your full name.
 - Employee clock number.
 - A working, voice mail equipped can be reached number.
 - Reason for your call with details, questions, &/or test results.

- **An EHS representative will return your call:**
 - Within 24 hours, during normal business hours: M-F 8am-5pm.
 - If you leave a message on Friday after 5pm, or over the weekend, you will be called back on Monday morning.

- EHS will advise you 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 EHS Dept. (**RTW letter** to your Supervisor/Manager).

***Any questions or concerns:
Contact the COVID Hotline @ 814-878-5677***