

Coronavirus – Social Distancing Policy

TO: ALL EMPLOYEES OF PLASTEK UK LTD

FROM: MICK SHAW – VICE PRESIDENT PLASTEK EUROPE

Effective from 18th March 2020 Plastek UK is asking employees to maintain social distancing due to the Coronavirus outbreak. The Coronavirus outbreak is in various stages of development around the world and is expected to worsen in the days, weeks and months ahead. To try and prevent the virus spreading we are implementing a social distance policy which will apply to The Plastek Group as a whole.

We ask employees to maintain at least arm's length distance from others and up to 6 feet is best practice. Social distancing will include lunch/break rooms, clocking in and out machines and smoke shelters. During these periods please use 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 that we can all solve together by avoiding unnecessary contact and potential exposure. Please let's watch out for each other and act out of an abundance of caution during this problem.