

## Coronavirus – Excused Absence Policy

**TO: ALL EMPLOYEES OF PLASTEK UK LTD**

**FROM: MICK SHAW – VICE PRESIDENT PLASTEK EUROPE**

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If you contract any of the below symptoms you will need to self isolate for 10 days as per the new government guidelines which were enforced on the 30<sup>th</sup> July 2020 –

- **A high temperature – 38C+**
- **A new continuous cough**
- **A loss or change to your sense of smell or taste**

If you live or care for anyone with any of the above symptoms you will need to self isolate for **10** days. You may use holidays to cover isolation periods if you wish.

Each employee will be required to have their temperature taken by the hands free screening stand daily before the start of their shift. If your temperature reads 38C+ you will be asked to leave the premises and self isolate for 10 days.

If you feel you have any of the symptoms while not on shift and you want to self isolate please contact your direct manager or the Human Resources department and do not come onto site.

Thank you in advance for your cooperation with this **updated** 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.