

## Update on Novel Coronavirus (COVID-2019) | March 12, 2020

### **What has changed since our previous update?**

- The World Health Organization has declared the novel coronavirus outbreak a global pandemic. This means that there is evidence of worldwide spread.
- We are starting to see schools closed, conferences and public gatherings cancelled, and sporting events suspended. These events bring large amounts of people into close contact with one another.

### **What can I do to protect myself?**

- Stay informed. A [webpage](#) has been developed by the Centers for Disease Control and Prevention to monitor the latest information.
- Wash your hands thoroughly and regularly. Avoid touching your eyes, nose, or mouth.
- Keep your distance (>6 feet) from others. The virus is thought to spread mainly from person to person through respiratory droplets when an infected person coughs or sneezes.
- Keep your personal area clean and disinfected. The virus can also be transmitted from surfaces.

### **How do I know if I have COVID-19?**

- It is allergy season. Know the difference between a cold, the flu (or coronavirus), and allergies. Colds and allergies usually do not generate a fever.
- Symptoms of COVID-19 include fever, cough, and shortness of breath.

### **Should I get tested for COVID-19?**

- Maybe. There is a limited number of test kits currently available, and your doctor or healthcare provider will need to make that determination based on your symptoms and recent travel history.

### **What should I do if I am sick?**

- Do not come to work. You will be putting others at risk.
- Do not come to the Sasol Medical Clinic. We are not equipped to test or treat viral infections.
- Contact your doctor. Call ahead before visiting to help them keep other patients from being exposed. Be ready to provide information about your symptoms and any recent exposures.
- Manage your fever. General guidelines include rest, clear fluids to avoid dehydration, and over-the-counter medications such as acetaminophen, ibuprofen, or aspirin.
- Report this condition to your supervisor. Many people are experiencing only mild symptoms, so it is critical to report this as soon as possible to help contain the spread of the illness.

### **For Supervisors – What should I do if a Sasol employee reports flu-like symptoms?**

- Inform the Sasol Medical Department. Employees will be restricted from returning to work until they are free of fever, signs of fever, and any other symptoms for at least 24 hours.

### **What should I do if a contract employee reports flu-like symptoms?**

- Send the employee home. Sasol is committed to ensuring a safe and healthy work environment for all of its employees, service providers, and visitors.
- Inform their employer. Employers are required to provide a fit for duty workforce, and will manage the employee's return to work in accordance with that expectation.

### **What additional measures is Sasol taking at this time?**

- The NAO and LCCP Leadership teams continue to monitor the outbreak globally, regionally, and locally. We are working closely with Group Health to ensure health remains our top priority.



- We have developed a response plan. It includes trigger points to guide our response as the threat of a local pandemic increases.
- We have restricted international business travel to and from high-risk areas.
- We have increased the frequency of cleaning in common areas. If certain areas are missed, it is not intended - please let us know.
- We are limiting non-essential business travel to and from affected areas. Non-essential travel includes travel for training, conference attendance, audits, etc. In this context, essential needs must be deemed critical to continue our operations. Consideration should be given to telepresence or other technologies when assessing the need for travel. All employee travel remains subject to approval in accordance with the Travel Policy. Vendor and visitor travel must follow the restrictions in place for employees.
- We are expanding our IM resources to satisfy the expected increase in remote users.
- We are developing a HR policy to govern how we manage sick leave, family leave, quarantined leave, and remote work.
- We are communicating frequently, and addressing your collective questions and concerns as they are received. Please continue to let us know what's on your mind.
- We are developing a webpage on the Sasol Intranet to help you keep track of the rapidly changing environment.
- Additional safeguards will be implemented as appropriate.

*Stay tuned, and stay well...*

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