



This newsletter gives the Sasol North America workforce information on steps they can take to protect themselves and others during the coronavirus pandemic, provides the latest news on how the virus is impacting their coworkers and the company, and contains tips on being productive during this stressful time.

This e-newsletter will be distributed via email when there is important news to share and will also be posted to the Employee Coronavirus Resource Center intranet and internet sites.

## LATEST NEWS & INFORMATION

Sasol’s Medical department is closely monitoring the impact of the coronavirus on Sasol’s employees and locations. The table below breaks down impact by location (as of March 27):

Location	Confirmed cases in isolation	Suspected cases in isolation	Quarantined	Away from work	Returned to work
LC West Plant	1	7	7	15	4
LC East Plant	0	2	5	7	1
LCCP	0	0	0	0	0
LC other	0	1	2	3	1
Houston	0	0	2	2	2
Satellite sites	0	1	2	3	2
<b>Total</b>	<b>1</b>	<b>11</b>	<b>18</b>	<b>30</b>	<b>10</b>

- *Confirmed cases – employee has tested positive for COVID-19*
- *Suspected cases (isolation) - employee suspected of having COVID-19, which includes those with fever and respiratory symptoms; these employees are isolated at home*
- *Quarantined – employee has potentially been exposed to COVID-19 prior to the onset of symptoms; these employees are quarantined at home*
- *Away from work – employee who is sick or has been in close contact with someone who is sick is asked to stay home*
- *Returned to work – employee has meet Sasol’s mandated health protocols and can return to work*

### Safe Workplace Habits

- Wash your hands often for at least 20 seconds
- Maintain social distancing - keep six feet distance
- No group meetings
- Sneeze or cough into your elbow
- If you feel sick, go home. If you’re home and feel sick, stay home.

### Know the Symptoms

- Fever
- Dry cough
- Shortness of breath

The state of Arizona has issued a statewide stay-at-home order, effective Tuesday, March 31 at 5 p.m.

Sasol's US-based Operations are exempt from stay-at-home orders because chemical manufacturing is a critical infrastructure sector as defined by the U.S. Department of Homeland Security.

## **SAFETY, HEALTH & ENVIRONMENT**

Sasol's Medical team continues to work with employees, supervisors and managers to maintain a safe work environment for the entire workforce. Below are answers to questions most frequently being asked by employees about risk in the work place.

### **What measures are in place to control the risk of exposure?**

- Sick employees are not allowed to come to work. Individuals are most likely to transmit the virus when they are symptomatic (fever, cough, etc.)
- Sasol's Medical department is working closely with each of our North American locations to quickly identify employees who may pose a risk based on symptoms, exposures and other related concerns.
- Sasol continues to insist employees strictly adhere to the following protocols:
  - Respiratory etiquette (e.g., sneezing into your elbow) minimizes the distance the virus particles travel and settle on surfaces. Virus particles can be expelled up to six feet by sneezing or coughing.
  - Social distancing further reduces the likelihood of exposure to airborne particles by ensuring that employees remain outside the high-risk zone.
  - Cleaning and disinfection procedures reduce the opportunity for transmission from a virus particle which may have settled on a surface.
  - Hand washing with soap and water or hand sanitizer effectively removes virus particles which you may have contacted from a surface.
  - Avoiding touching your face eliminates any remaining opportunity for virus particles to enter your body.

### **What is my exposure risk in the workplace?**

- *High Risk* - Direct physical contact with an infectious individual or direct exposure to infectious secretions (being coughed or sneezed on)
- *Moderate Risk* - Prolonged (>15 min) close contact (<6 feet) with an infectious individual
- *Low Risk* - Brief interactions (<15 minutes) with an infectious individual at close contact



### **Federal & State Health Departments**

[U.S. Centers for Disease Control and Prevention](#)

[Louisiana Office of Public Health](#)

[Texas Department of State Health Services](#)

[Arizona Department of Health Services](#)

[Pennsylvania Department of Health](#)

- *Minimal Risk* - Brief interactions with an infectious individual using social distancing and personal hygiene measures

### **When will employees be allowed to return to work?**

- *Isolated employees (with testing)* will be allowed to return to work after:
  - they are fever-free (without the use of fever reducing medications) for at least 72 hours
  - all symptoms have improved (cough or shortness of breath have improved)
  - they have received a negative test result.
- **Employees must meet all three standards before they are cleared to return to work**
- *Isolated employees (without testing)* will be allowed to return to work after:
  - they are fever-free (without the use of fever reducing medications) for at least 72 hours
  - all symptoms have improved (cough or shortness of breath have improved) at least 7 days have passed since the onset of symptoms.
- **Employees must meet all three standards before they are cleared to return to work**
- *Quarantined employees* who have not developed symptoms will be allowed to return to work after:
  - 14 days have passed from the potential exposure, or
  - after there is resolution to their potential exposure (i.e., a negative test result is received for the employee or the close contact).

### **How should I treat my co-workers returning from isolation?**

- Medical is actively monitoring the recovery of every isolated employee, and we are strictly adhering to the protocol above. **We will not return a sick employee to the workplace.**
- Remain mindful of Sasol's values and act with respect and integrity during this time in which everyone is on high alert and stress levels are elevated. Please do not stigmatize anyone, as this could lead to a hostile work environment.

Sasol Medical [welcomes your questions and concerns.](#)

## **HUMAN RESOURCES**

For Sasol employees who are working outside Sasol's network, here are detailed instructions for accessing eTime externally:

- [www.sasolnorthamerica.com](http://www.sasolnorthamerica.com) > employee portal > Access eTime
- User Name is *your network id@Sasolscd* or *Sasolscd\your network id*
- Your password is the same network password you use to log onto your Sasol computer

### **eTime Due Dates and Time**

#### **Employee Timesheet entry:**

- Hourly Employees - Timesheet submission is due weekly each Monday by noon CDT
- Salary and Salary Non-exempt Employees - Timesheet submission is due biweekly on Monday by noon CDT of payroll processing week

#### **Managerial Approval:**

- Please remember all Leave Requests must be approved before timesheets are approved.

- Hourly Employees - Timesheet approval is due weekly each Tuesday by noon CDT
- Salary and Salary Non-exempt Employees - Timesheet approval is due biweekly Tuesday by noon CDT of payroll processing week

If you do not have or remember your credentials, contact the help desk: 281-588-3700.

**If needed, employees can reach Sasol's Employee Assistance Program (EAP) 24/7 via phone 800.395.1616 or [website](#) (access code: SasolUSA)**

## INFORMATION MANAGEMENT

- Working remotely and need a signature? Sasol offers the SigningHub eSign tool, which allows you to electronically sign documents. eSign is available to all employees and contractors with a valid Sasol email address. If you haven't already done so, you may go [here to register your account](#). If you are new to eSign, IM will offer introductory sessions to show you around the system. Watch out for the invitation, coming soon. If you are a registered but infrequent user and need a refresher, you may [click here for the user manual](#).
- Information Management has received and is in the process of assigning all RSA Tokens requested by employees. The RSA Token is needed to access Fortinet VPN, which accesses Sasol's network. If you need to request a token, please contact Service Desk either by 281-588-3700 or [24helpsnasmc@us.sasol.com](mailto:24helpsnasmc@us.sasol.com).

## SNA CORONAVIRUS UPDATE