



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 has confirmed its second positive COVID-19 case in the U.S. An employee in Lake Charles is isolated at home. Workers in the employee's unit have been informed of the situation and given direction on next steps.



SAFETY, HEALTH & ENVIRONMENT

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 April 6):

Location	Confirmed cases in isolation	Suspected cases in isolation	Quarantined	Away from work	Returned to work
Lake Charles	1	4	7	12	29
Houston	0	0	3	3	4
Satellite sites	0	0	1	1	6
Total	1	4	11	16	39

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

- *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 – total number of employees currently in isolation and quarantine*
- *Returned to work – employee has meet Sasol’s mandated health protocols and can safely return to work*

• If you feel sick, go home. If you're home and feel sick, stay home.

Know the Symptoms

Fever

Dry cough

Shortness of breath

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](#)

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

HUMAN RESOURCES

To ensure employee development continues, even as many are working remotely, Learning and Development has pulled together a collection of self-development resources in iLearn.

The available library of courses can be accessed by launching iLearn [via the Intranet](#) or by clicking [here](#).

iLearn is Sasol’s free e-learning portal, offering more than 2,000 resources to help employees develop and grow their skillsets and experiences.

INFORMATION MANAGEMENT

Smartphones and laptops need to be cleaned more often to help limit the spread of the coronavirus. Here are suggested tips for how to do it:

- Disposable gloves are recommended when cleaning and disinfecting surfaces.
- Turn off the device and disconnect AC power. Also remove batteries from items like wireless keyboards and mice. Never clean a product while it is on or plugged in.
- Disconnect any external devices.
- Never spray any liquids directly onto the product.
- Dampen a microfiber cloth with a mixture of 70% isopropyl alcohol + 30% water. Using any material other than a microfiber cloth could damage to your product.
- Gently wipe the damp cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels, etc. Moisture entering the inside of an electronic product can cause damage to the product.
- When cleaning a display screen, carefully wipe in one direction, moving from the top of the display to the bottom.
- When cleaning a smartphone, be sure to take care of the whole device, not just the screen.
 - Remove the case and clean it thoroughly. Then clean the front, back and edges of the phone.
- Surfaces must be completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on or plugged in.

- Avoid using any of the following chemicals or products containing these chemicals:
 - Any chlorine-based cleaner, such as bleach
 - Peroxides (including hydrogen peroxide)
 - Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene
 - Ammonia (i.e. Windex)
 - Ethyl alcohol
- Using any of the chemicals listed above will cause permanent damage to some product surfaces. By following the steps outlined in this document, you can minimize the risk of damage.
- Always clean your phone or computer if they are handled by other people.