



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 Group recently updated the financial community on the effect the coronavirus pandemic is having on Sasol’s global operations.

Government stakeholders around the world consider Sasol operations essential to local and national economies. As a result, most of our operations globally continue, despite various stay-at-home and lockdown policies.

Currently, all Sasol operations in South Africa, Mozambique, North America, Europe and Asia continue to operate while acknowledging the significant degree of uncertainty about future impacts due to changes in customer demands, workforce impacts or supply chain disruptions.

- The state of Texas enacted statewide stay-at-home orders effective Thursday, April 3 at midnight.
- The Commonwealth of Pennsylvania has issued stay-at-home orders for all counties, including Venango County (where Oil City is located). The order is effective through Thursday, April 30.

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.

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

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 2):

| Location | Confirmed cases in isolation | Suspected cases in isolation | Quarantined | Away from work | Returned to work |
|-----------------|------------------------------|------------------------------|-------------|----------------|------------------|
| Lake Charles | 0 | 6 | 10 | 16 | 24 |
| Houston | 0 | 0 | 2 | 2 | 4 |
| Satellite sites | 0 | 0 | 2 | 2 | 5 |
| Total | 0 | 6 | 14 | 20 | 33 |

- *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*

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

HUMAN RESOURCES

Effective immediately, Cigna is extending prior authorizations for covered medications. This means that employees with an active Cigna Pharmacy prior authorization, for traditional or specialty medications with expiration between April 1 – June 1, 2020, will automatically have the prior authorization extended for 90 days. Employees do not need to take any action as dates will automatically be updated in the Cigna system.

INFORMATION MANAGEMENT

Requiring a signature for a document while working remotely presents a bit of a challenge. Sasol offers the SigningHub eSignature tool which will allow you to electronically sign documents. It may be used for approval of internal documents only. At this time, signatures from external resources is not yet available.

SigningHub is available to all employees and service providers with a Sasol email address. You are required to register your account to use the system. If you have not completed your registration, an invitation will be resent to you and must be completed within seven days of receiving the email.

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](#)

All new users or infrequent users of the tool can attend introductory sessions to learn how to navigate and learn some tips and tricks for enhanced usage within the tool. Please click on one of the links below to attend a session:

- [Tuesday, April 7, 2020 at 10 A.M. CDT](#)
- [Tuesday, April 7, 2020 at 2 P.M. CDT](#)

Users can also access the [eSignature user manual](#).

If you have any questions or concerns, please contact the Sasol Service Desk at 281-588-3700 or 24helpsnasmc@us.sasol.com.

