
Corporate Safety, Health & Environmental Standards

Subject:	Pandemic Preparedness Plan
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1. **PURPOSE**

The purpose of this document is to guide decision-making and specify actions to prepare and respond to infectious disease outbreaks. It is intended to:

- Provide a framework for integrated planning should an infectious disease occur in Sasol and to align it with the response efforts (where applicable) of the federal, state, and local public health services;
- Minimize the health impacts of the disease on employees, stakeholders, and the surrounding community to sustain operational capacity; and
- Provide information regarding the implications of the infectious disease outbreak.

2. **SCOPE**

This procedure applies to all OME's hosted by Sasol North America at all the sites where Sasol activities are conducted, and to all employees in Sasol's employ or under Sasol management.

3. **REFERENCES**

- 3.1 SSC-HEA-GRP-00003-Sasol Group Procedure for the Management of Infectious Disease Outbreaks
- 3.2 API Guidance Document 1180 – Pandemic Planning Guide

4. **DEFINITIONS**

- 4.1 **Essential Personnel** – defined by each site's leadership team. Intended to mean all employees who are critical for maintaining operations. Typically does not include functional, technical, or administrative roles.
- 4.2 **Limited Business Travel** – travel must be critical to continue operations
- 4.3 **Restricted Business Travel** – all travel is restricted to designated areas/regions
- 4.4 **Social Distancing** – a mitigation technique intended to reduce the transmission of an airborne disease, whereby individuals maintain a distance of six (6) feet from each other

5. **RESPONSIBILITIES**

The extent of infectious disease preparedness planning will be a collaborative process amongst Sasol's management and country specific stakeholders. This may include outreach programmes or other support measures as needed and agreed upon.

6. MITIGATION TRIGGERS

PHASE	DESCRIPTION	RESPONSE PLAN
0	No pandemic concerns	Continue normal good health practices
1	News of a specific potential pandemic threat is circulated by the World Health Organization (WHO) or the Centers for Disease Control and Prevention (CDC) with reports of human cases outside of the USA	Monitor Disease Progress: <ul style="list-style-type: none"> Review emergency preparedness plans Limit international business travel to affected areas Provide disease information to employees
2	News of a specific potential pandemic threat is circulated by the WHO or the CDC with reports of human cases within the USA	Implement Non-Invasive Mitigation Measures: <ul style="list-style-type: none"> Encourage employees to wash hands more frequently Ensure hand sanitizer is available in common areas Clean common areas more frequently Restrict international travel to and from high risk areas (CDC Level 3 Travel Notice)
3	WHO or CDC declares that a pandemic disease has <i>sustained</i> community spread within the USA	Implement Invasive Mitigation Measures: <ul style="list-style-type: none"> Limit domestic business travel to and from affected areas (CDC Level 2 Travel Notice) Limit employee travel for face-to-face meetings (priority for telecommunication) Identify critical personnel to ensure minimum staffing levels can be maintained
4	WHO or CDC declares that a pandemic disease has <i>sustained</i> community spread within the region/area of operation	Increase Invasive Mitigation Measures: <ul style="list-style-type: none"> Restrict business travel to and from affected areas (CDC Level 2 Travel Notices) Restrict employee travel for face-to-face meetings (priority for telecommunication) Restrict non-critical personnel from entering control rooms Minimize human interfaces (social distancing) in office settings Exercise work-from-home plans
5	WHO or CDC declares that a pandemic disease has <i>widespread</i> community spread within the region/area of operation AND there is evidence of <i>sustained</i> spread within the facility of operation	Implement Aggressive Mitigation Measures: <ul style="list-style-type: none"> Reduce on-site staffing levels (critical personnel only) Eliminate all non-critical face-to-face meetings, trainings, and events Consider biometric screening Clean all common areas prior to returning employees to work