



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 North America is pledging \$100,000 to communities where we operate in the U.S. to assist with COVID-19 response initiatives. The support, uniquely directed to front-liners both in the traditional and non-traditional sense, will provide much-needed funding for emergency responders, health care professionals, educators and local foodservice providers.

Employees who wish to personally contribute to a COVID-19-related relief effort are encouraged to do so directly and may use the SasolGIVES website to make those charitable donations via credit card. However, the matching gift component of SasolGIVES has been suspended as part of Sasol's response plan initiatives.

- Effective April 14, temperature screening will be required for all Sasol employees prior to entering all Lake Charles worksites or facilities.

Greens Bayou has been conducting screening questionnaire and temperature scanning of service providers and visitors for several weeks in conjunction with our shared security partner, Arkema.

Greens Bayou, Tucson and Winnie have been conducting the questionnaire at their sites for all personnel for several weeks, while Greens Bayou has been self-checking temperature of all employees and resident contractors for the past week.

Thermometers are en route to satellite sites, as many will begin temperature screenings of all personnel entering the



### 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 are home and feel sick, stay home.

### Know the Symptoms

- Fever
- Dry cough
- Shortness of breath

### Federal and State Health Departments

- [U.S. Centers for Disease Control and Prevention](https://www.cdc.gov/)

site in the coming week.

- 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 noon, April 15):

Location	Confirmed cases in isolation	Suspected cases in isolation	Quarantined	Away from work	Returned to work
Lake Charles	1	3	6	10	38
Houston	0	0	2	2	6
Satellite sites	0	1	1	2	7
<b>Total</b>	<b>1</b>	<b>4</b>	<b>9</b>	<b>14</b>	<b>51</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 - 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*

- [Louisiana Office of Public Health](#)
- [Texas Department of State Health Services](#)
- [Arizona Department of Health Services](#)
- [Pennsylvania Department of Health](#)

## SAFETY, HEALTH & ENVIRONMENT



Following recent Centers for Disease Control (CDC) recommendations, Sasol is requiring employees at their Lake Charles plants to wear face coverings when social distancing measures cannot be maintained, and when close contact (defined as closer than six feet, per CDC guidelines) is required to perform work. Sasol will provide employees who need face coverings with washable cloth face masks.

Other facilities in North America are working to secure masks for their employees; in the meantime, those employees who have access to masks are encouraged to follow the same guidelines as a means of slowing the spread of the virus. And all employees, outside of work, are encouraged to wear masks when appropriate.

Below are basic guidelines and tutorials for wearing and maintaining various types of masks.

### CLOTH FACE COVERINGS

- Cloth face coverings should:
  - fit snugly but comfortably against the side of the face
  - be secured with ties or ear loops
  - include multiple layers of fabric
  - allow for breathing without restriction
  - be able to be laundered and machine dried without damage or change to shape
- Cloth face coverings should be routinely washed depending on the frequency of use.
- A washing machine should safely sterilize/clean a cloth face covering.
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

#### STEP 1:

- Cup the mask in your dominant hand, with the nose piece/metal clip at your fingertips, allowing the elastic bands to dangle freely below your hand

#### STEP 2:

- Bring the mask to your face with the nose piece/metal clip end near your nose
- Position the other end of the mask under your chin

#### STEP 3:

- Grasp the bottom elastic strap and pull it over your head and past your ears
- Position it around your neck

#### STEP 4:

- Grasp the top elastic band and pull it over the top of your head
- Position it at the upper back of your head
- The elastic head bands must not cross each other

#### STEP 5:

- Place your fingertips (index and middle finger) from BOTH hands at the top of the metal nose clip (if fitted) and slide your fingertips down both sides of the clip to mold it to the shape of your nose

#### STEP 6:

- Check the fit/seal of the mask by covering it with both hands
  - for non-valve masks - exhale sharply (mask must bulge slightly)
  - feel around the edge of the mask for any air leaks

#### And here is how to properly take off your face mask:

#### STEP 1:

- Do not touch the outside of the face piece - it may be contaminated
- Grasp the bottom strap (around the back of the neck) and pull it over the head without touching the mask.

#### STEP 2:

- Grasp the top strap (crown of head) and carefully pull it over the head to remove the mask.
- Safely discard the mask in an appropriate waste bin and wash your hands thoroughly

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

## INFORMATION MANAGEMENT

Here's a step-by-step guide to adding a home printer to your Sasol laptop for any printing needs while working from home.

#### Step 1:

Navigate to "Search Glass" icon located at the bottom of screen and click on the icon.



#### Step 2:

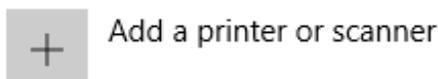
Input "printer" into the search bar. The option "Printers & Scanners" should display; click on it.

#### Step 3:

Click "Add a printer or scanner" button. Note: the system will scan to see what other printers are available on your home network.

## Printers & scanners

### Add printers & scanners



**Step 4:**

Find your listed printer and highlight it. Then click "Add Device" button.



**Step 5:**

The printer should now automatically be added and able to print.

If you are unable to locate your printer from the printer list, please contact the Service Desk:  
US phone: +1 281-588-3700 or [24helpsnasmc@us.sasol.com](mailto:24helpsnasmc@us.sasol.com).

