



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 continues to monitor statewide governances and orders where we have operations:

**Texas** - current stay-at-home order to expire April 30. Phase 1 of reopening Texas to begin Friday, May 1.

**Louisiana** - current stay-at-home order extended to May 15. Phase 1 of reopening to be reconsidered then.

**Arizona** - current stay-at-home order has been extended through May 15. No formal decision on opening; targeting May 1.

**Pennsylvania** - current stay-at-home order to expire May 8. No formal decision on opening; targeting May 8.

A phased approach on returning to work for Sasol employees is being assessed, based in part on critical and prioritized work activities supporting business continuity.

In the meantime, we will continue with existing control measures, including continued support for employees to work from home.

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 (through April 30, 10 a.m.):

Location	Confirmed cases in isolation	Suspected cases in isolation	Quarantined	Away from work	Returned to work
Lake	1	0	5	6	50



(April 30)

### 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](#)

Charles					
Houston	0	0	0	0	10
Satellite sites	0	0	2	2	7
<b>Total</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>8</b>	<b>57</b>

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

- *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*

## SAFETY, HEALTH & ENVIRONMENT

Occupational Safety and Health Administration (OSHA) has divided job tasks into four risk exposure levels, as shown below.

### VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

### HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

### MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

### LOWER EXPOSURE RISK (CAUTION)

Jobs that do not require contact with people known to be, or suspected of being, infected.

- Workers in this category have minimal occupational contact with the public and other coworkers.

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

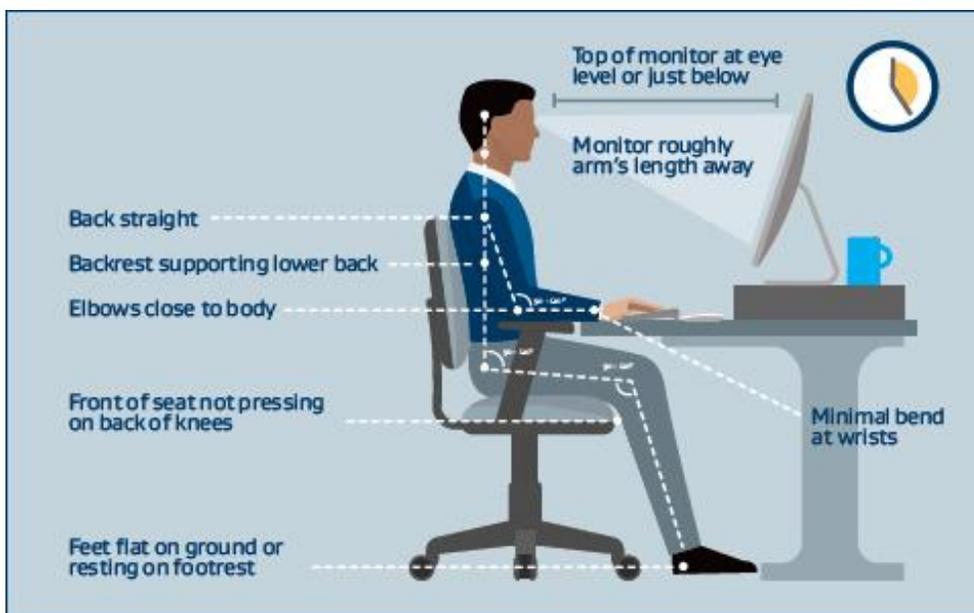


*The four exposure risk levels represent probable distribution of risk.*

## HUMAN RESOURCES

Incorporating ergonomics into your home office set-up improves efficiency and productivity by being comfortable and helps prevent any unnecessary stress and injury.

Below is a helpful graphic for setting up an ergonomic home office.



## INFORMATION MANAGEMENT

During this unprecedented time of working from home, it's important to keep your laptop/work station, plug-ins, and anti-virus software up to date:

- Log into Fortinet VPN as least once a week to ensure all security updates and patches can be applied to your laptop/work station.
- Do not delay or disable updates and patches from being applied.
- Reboot your laptop/work station at least once a week to ensure updates are applied and will run efficiently.
- Review and ensure your McAfee anti-virus is always enabled:
  - Check the McAfee icon at the bottom ribbon screen is enabled.
    - McAfee icon will appear when enabled. If the McAfee icon appears differently, please contact Service Desk either by 281-588-3700 or [24helpsnasmc@us.sasol.com](mailto:24helpsnasmc@us.sasol.com).



## SNA CORONAVIRUS UPDATE