



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'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 12 p.m., April 9):

Location	Confirmed cases in isolation	Suspected cases in isolation	Quarantined	Away from work	Returned to work
Lake Charles	1	6	6	13	32
Houston	0	0	2	2	6
Satellite sites	0	0	1	2	6
Total	1	6	9	17	44

- *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*



(April 9)

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

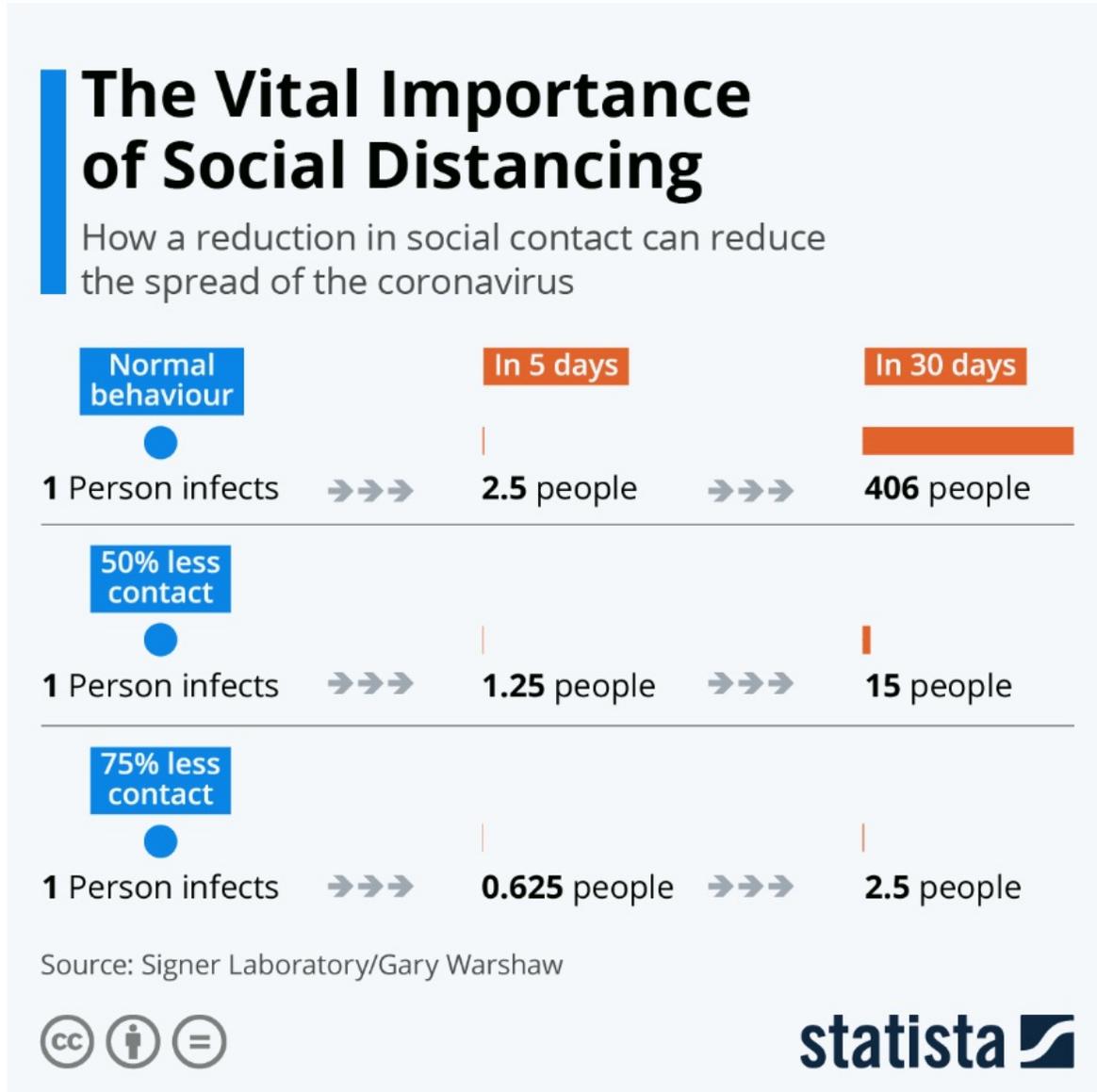
- [U.S. Centers for Disease Control and Prevention](https://www.cdc.gov/)

SAFETY, HEALTH & ENVIRONMENT

Social distancing, which is the practice of deliberately increasing the physical space between people (by at least six feet), is a key component of stopping the spread of the coronavirus.

This graphic demonstrates the importance of social distancing, which Sasol has mandated be incorporated into all of its work environments:

- [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

As the world takes extraordinary infection prevention measures, remember your mental and emotional health matters, too.

Here are some ways to successfully weather this storm - and maybe even come out stronger on the other side.

- Social distancing - or isolation - can be challenging for naturally social beings. Thanks to technology, it's easier than ever to stay connected.
 - Schedule video "dates" with your circle of friends.
 - Check-in on your friends, family, and co-workers via text, voice messages and/or video calls.

- o Have a standing book club or dinner event? Keep those dates and connect with family and friends virtually.
 - o If you need support, Sasol's Employee Assistance Program is available 24/7 to you and your family at no cost via phone 800.395.1616 or website (access code: SasolUSA)
- If you have children or a spouse/partner at home with you, consider a 'family meeting' to help set expectations.
 - o Schedules, places and personal needs/preferences are all better discussed early on.
 - o Practice patience (Headphones go a long way).
- Information is everywhere, but there's such a thing as too much.
 - o Keep the news off during the day. If you need background noise, try listening to music or podcasts, instead.
 - o Turn the news alerts off on your phone and give yourself a set daily check-in time for the day's events.
 - o It's okay to mute loud or unsettling social media contacts from your newsfeed.

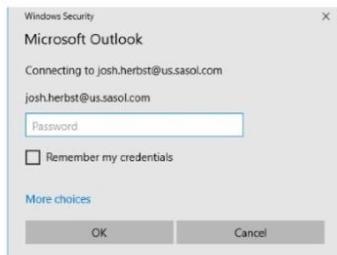
INFORMATION MANAGEMENT

Information Management has converted 35-40 percent of Sasol's North American workforce to Office 365. Below are quick tips to help with pop-ups asking for credentials when the user is not on the network (Fortinet VPN).

How to user Office 365 credentials without Fortinet VPN



If you receive the prompt below please follow steps 1 – 2.



If you receive the prompt below please follow steps 3 - 5.

OR

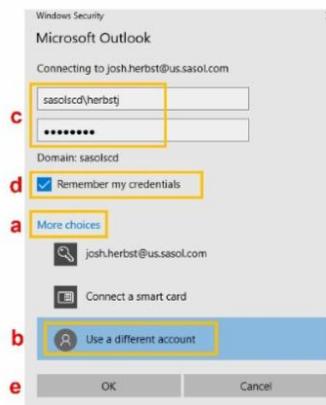


Step 1:
 Select (a)“More choices” even if your credentials are already visible, then select (b)“Use a different account”.

- sasolscdusername
- network password

Step 2:
 Be sure to click the checkbox (d)“Remember my credentials” to ensure the credentials are saved to your computer. Then click on (e)“OK”.

****Note:** you will be prompted once more when your password changes.



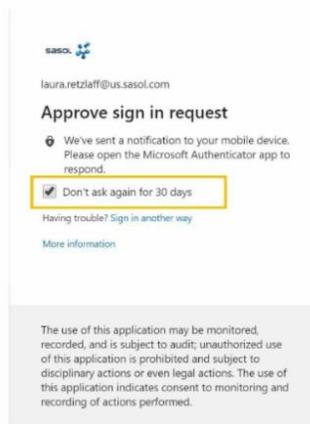
Step 3: Type the below

- Username: email address (ex. firstname.lastname@us.sasol.com)
- Password: network password you use to login to your computer

Step 4:
 Click Sign in.



Step 5:
 Be sure to select “Don’t ask me again in 30 days”



Please contact Service Desk either by 281-588-3700 or 24helpsnasmc@us.sasol.com.

