



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

As state and local governments begin taking steps to reopen portions of the economy, many employees have questioned when there will be a return to normal for Sasol.

There will be a new normal.

Some of the measures implemented during our response will be phased out in accordance with public health guidelines, while others will remain in place for the foreseeable future.

Globally, Sasol has developed a phased approach to implementing this new normal, allowing for differences among its locations. The five phases are as follows:

1. **Contain** – continue mitigation and containment measures, as there is a high risk that COVID-19 is not yet contained.
2. **Restrict** – continue to restrict access to facilities, as community transmission remains high.
3. **Assess** – continue close monitoring of whether the curve is flattening.
4. **Proceed** – resume non-critical activities gradually, but not significantly
5. **New Normal** – reconstitute operations, with different ways of working:
 - Physical distancing, hygiene and sanitation are habitual



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

- Flexible work arrangements are considered based on risk and context

While we continue many of the mitigation measures from the Contain and Restrict phases, we are now moving to the Proceed phase.

For all Sasol locations in North America, the following control measures will remain in place until further notice. Details and timelines of any changes will be communicated with enough advance notice to allow our workforce to make necessary personal and work arrangements.

De-crowding of the workplace

- Work-from-home, with consideration for business continuity, will continue to be encouraged as a cautionary control strategy;
- When it is safe to do so, a staggered approach to return to the office will be adopted to limit occupancy in shared work spaces;
- Work environments used for meetings, trainings and events will be arranged to enable physical distancing;
- Access to control rooms will remain limited to critical personnel.

Physical Distancing

- Physical distancing (>6 feet) will continue to be maintained as far as reasonably possible;
- Cloth face coverings will continue to be required when distancing cannot be maintained.

Employee Behavior

- Physical contact (handshaking, etc.) will continue to be prohibited;
- Respiratory etiquette and personal hygiene measures (hand-washing) will be maintained.

Temperature Monitoring

- Temperature screening will continue at facility entrance points, where applicable.

Disinfection and Sanitation

- Workplace cleaning and disinfection protocols, with emphasis on frequently touched surfaces (table, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and shared work stations) will be maintained.

Change Management

- We commit to be transparent and communicate the change plans to the workforce as the recovery progresses.

Disease Surveillance & Disease Management Programs

Dry cough

Shortness of breath

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](#)

- The Occupational Health Department will enable testing for COVID-19, where warranted, and will continue to monitor and report infections in the workplace.
- Contact the Medical Department at (337) 310-7804 if you are sick or if you have been in close contact with someone who is sick.

Employee Wellbeing

- EAP Benefits are provided to all employees and dependents at no cost.
- Call the Employee Assistance Program at 1-800-395-1616. Alternatively, log in at IBHCorp.com. Access Code = SasolUSA.

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 May 12):

Location	Confirmed cases in isolation	Suspected cases in isolation	Quarantined	Away from work	Returned to work
Lake Charles	1	0	3	4	63
Houston	0	1	1	2	11
Satellite sites	0	0	1	1	10
Total	1	1	5	7	84

- *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 met Sasol’s mandated health protocols and can safely return to work*

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

INFORMATION MANAGEMENT

Tips for video conferencing while you work from home:

Close Other Apps for Best Performance

- Too many open apps will slow down your computer while you’re on a video call.

Take Precautions Before Sharing Your Screen

- Close out anything (browser, email, etc.) that is sensitive and should not be projected by accident.

Pick a Bright Spot and a Neutral Background

- It’s best to make a video call in a location with ample natural light, and choose a spot with a neutral background - nothing too busy.

Position the Camera at Eye Level

- Try to position your camera right at eye level so you're not looking up or down, and remember everyone can see you and your actions.

Mute Yourself When You're Not Speaking

- It's best to keep yourself muted; unmute yourself only when you need to speak – this eliminates interfering background noise and unexpected "visitors" (kids).

Focus Like You're Attending in Person

- While it's tempting to use video conferencing time to look at your inbox or read articles, if you're typing or looking at something, your colleagues will be able to tell you're not paying attention.

If you need IM assistance, including remotely, please contact Service Desk either by 281-588-3700 or 24helpsnasmc@us.sasol.com.

