



RESTRICTIONS TO SASOL LAKE CHARLES OPERATING FACILITIES

To reduce the risk of coronavirus exposure in Lake Charles operating units, the following actions are effective immediately:

- Access to operating **control buildings** and **control rooms** will be restricted as much as possible to essential operations personnel only
 - Engineers/Managers/Support Staff will be limited to **control buildings**, with access to **control rooms** for essential work only
 - Maintenance and service providers access to **control buildings** will be restricted as much as possible
 - Daily operational meetings will be limited to essential personnel and performed remotely, where possible
 - Portable bathroom facilities will be installed near control buildings to limit access to operations shared facilities
 - Conference room use in **control buildings** should be limited to necessary operations meetings only (no outside meetings/attendees)
- Social distancing should be practiced where interactions cannot be avoided (6 ft clearance) and reduce social gathering sizes as per guidelines CDC guidelines.
- Face-to-face meetings should not take place unless absolutely necessary. If they do, they should be held with the fewest number of employees possible, and those employees should maintain a distance of at least six feet from each other.
- Cross team meetings will occur remotely as far as practical. Social distancing will apply to all meetings that are required to be face to face.
- Interactions with external, third party suppliers, trucking companies, vendors, customers, etc. will be limited as far as practical
- Sanitation measures should be increased
 - Operations will sanitize DCS hardware, telephones, etc in control rooms
 - Access points (turnstiles) will be sanitized regularly
- All operations employees are expected to report to work. If conditions exist that prevent an employee from coming to work, they should notify their supervisor immediately.

This situation is rapidly evolving. To help employees stay up-to-date on the latest information, we have created the [Coronavirus Employee Resource Center](#), which is accessible via the home page of the Sasol North America intranet. Please check it regularly for updates.



Maintenance changes associated with COVID19

- Maintenance activity will be minimized as appropriate. This includes activities performed by service providers. Where possible, service provider headcount should be minimized.
- Social distancing should be practiced where interactions cannot be avoided (6 ft clearance)
- Face-to-face meetings should not take place unless absolutely necessary. If they do, they should be held with the fewest number of employees possible, and those employees should maintain a distance of at least six feet from each other.
- Cross team meetings will occur remotely as far as practical. Social distancing will apply to all meetings that are required to be face to face.
- Interactions with external, third party suppliers, trucking companies, vendors, customers, etc. will be limited as far as practical
- Access to maintenance buildings and shops should be restricted as much as possible
 - Conference room use in **maintenance buildings** should be limited to necessary internal meetings only (no outside meetings/attendees)
 - Large safety meetings should be broken into smaller meetings and/or staggered, where applicable
 - Break/lunch times should be staggered, where possible

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