

May 28, 2020



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 states begin phased reopenings, and some basic comforts are made available to us again, it may feel like we're reaching the end of the pandemic.

In fact, your guard should remain up and more diligent than ever as we work together to prevent a second outbreak.

All Sasol employees must continue to adhere to workplace guidelines for preventing the spread of COVID-19, including social distancing, restricting face-to-face meetings and continuing to work from home.

Your commitment to these precautions has played a significant factor in our limiting the spread among our workforce as well as made it easier for us to trace and isolate at-risk employees. We appreciate your dedication and ask that you continue to put for the necessary effort to keep all of us safe.

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 28):

Location	Confirmed cases in isolation	Suspected cases in isolation	Quarantined	Away from work	Returned to work
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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

Lake Charles	0	1	7	8	69
Houston	0	0	0	0	11
Satellite sites	0	0	0	0	10
Total	0	1	7	8	90

- *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*

Fever

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](#)

Call the Employee Assistance Program at 1-800-395-1616. Alternatively, log in at IBHCorp.com. Access Code = SasolUSA.

SAFETY, HEALTH & ENVIRONMENT

Contact tracing is the process of identifying persons who may have come into contact with an infected person ("contacts") and then "tracing" their subsequent movements and interactions.

By tracing the contacts of infected individuals, testing them for infection, treating the infected and tracing their contacts in turn, infections can be effectively reduced. In fact, exhaustive contact tracing to find all infected persons is what led to the eradication of smallpox.

To prevent one case from infecting a whole department, Sasol keeps contact records for all employees.



Based on current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. The employee should stay home, maintain social distancing, and self-monitor for 14 days from the last date of exposure.

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

INFORMATION MANAGEMENT

Reminder: The Livelink Authorization Request Form is to be used for network ID, email address, and SAP authorizations.

- New employee and contractor Network ID and Email access requests
- All SAP access requests:
 - New access
 - Changed or Additional Access

The Livelink Authorization Request Form can be reached [here](#).

The screenshot shows the 'Authorization Request' form from SASOL. At the top left is the SASOL logo with the tagline 'making new partners'. The title 'Authorization Request' is centered at the top. Below the title, there is a note: 'New users must be set up in HR payroll system before this request can be submitted.' followed by a legend: a yellow triangle icon for 'Required Field' and an 'i' icon for 'Hover over image for more information'. A 'HELP' link is on the right. Below this is another note: 'If you need to request a desktop, laptop, or phone please use the Hardware Request Form:?' with a 'LINK' button. The form is divided into sections: 'GENERAL INFORMATION (To be completed by employee and manager)', 'SYSTEMS ACCESS (check all new systems needed)', 'USER TRAINING', and 'BUSINESS REASON And/OR ADDITIONAL INFORMATION'. The 'GENERAL INFORMATION' section includes fields for New Hire (dropdown), User ID, FULL Name (with middle initial), Employee Title, Phone #, Company Entity or Location (dropdown), Department (dropdown with a 'View Approver List' link), Date Needed (calendar), and Contractor (dropdown). The 'SYSTEMS ACCESS' section has checkboxes for Network ID, E-Mail, SAP Financials (RCX, EHSM, Notifications, Time Entry), SAP HR (not self-service), and SAP Purchasing. The 'USER TRAINING' section has a checkbox for 'User Trained (User has been trained on functionality needed for authorizations)'. The 'BUSINESS REASON And/OR ADDITIONAL INFORMATION' section is a large text area. A 'Submit' button is at the bottom left.

Attempts to submit network ID, email address, and SAP authorizations through MY IM platform will not be accepted in the tool, and the requestor will be directed to the Livelink Authorization Request Form.

The screenshot shows the MY IM platform interface. At the top is the SASOL logo and navigation links: 'My Orders', 'Cart', 'My Wish List', and 'MY IM' with the user name 'Jim Pauloski'. Below the navigation is a breadcrumb trail: 'Home > Service Catalogue > Business Applications > SAP > SAP Functionality'. A search bar is on the right. The main content area shows a dropdown menu for 'Affected Region' with 'North America' selected. Below it is a dropdown menu for 'Request For' with 'SAP' selected. A green notification box contains the text: 'Notice: For SAP Authorization Requests, please submit a Livelink Workflow: Livelink workflow. For other SAP requests, please use the form below.' Below the notification is a dropdown menu for 'SAP Function' with '- None -' selected.

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

