

Physical Distancing Protocol

CEMEX Protocol	Guidance/Protocol for physical distancing due to ongoing measures related to COVID-19 scenario.
Purpose of the Protocol	This protocol provides a recommended preventive measures for physical distancing during a Pandemic scenario of COVID-19
Who does this protocol apply to	This protocol applies to all CEMEX's Operations. The Plant RRT/managers/employees should take responsibility for implementing it.
Disclaimer	This protocol was prepared by CEMEX based on the recommendations of the World Health Organization (" WHO "), external consultants and the experience of the company itself. CEMEX is not responsible for the result of the implementation of the protocol and in no way guarantees the effectiveness of this material to prevent or reduce CORONAVIRUS (COVID-19) infections among its employees or officials. Authorization to use this material is exclusively and limited to consultation. No person or entity will be able to use this material, in whole or in part, for publicity, advertising and/or promotion in any material or media, for any company, products or services. Copyright ©2020 Cemex Innovation Holding AG.

I. In Office distancing measures	
1.	Reduce the number of people in offices to minimum. Divide critical staff among several locations and send non-critical staff to work remotely.
2.	The reception area or Security staff should screen people for COVID-19 related disease symptoms based on a visual inspection, screening equipment and/or questionnaire. Visitors should not enter the facilities if any symptoms are shown or missing COVID-PPE. For more information refer to Access Control Protocol
3.	Use of hands sanitizing should be enforced before entering each area.
4.	Information must be visible for relevant measures to follow in relation to COVID-19. Including salutation and other common gestures
4.1.	Encourage employees to cover their face with the crook of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
4.2.	Employees should not share any items such as pens, documents, etc.
4.3.	Avoid any physical contact such as handshakes or any other type of physical contact.
4.4.	Ask people not to gather in common places (i.e. Cafeteria, kitchen, restrooms)
5.	Leave all doors to common areas open to avoid touching door handles

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6.	Increase distance between workstations to 2 meters (6 feet) or provide dividers between them (i.e. install Plexiglas shielding in reception areas)
7.	Every employee should be assigned a specific working station and avoid rotating to different spaces within the location. For more information refer to Personal Workstation Protocol .
8.	Defer all non-essential meetings, conferences, workshops, training sessions. See Meeting Protocol for further information.
8.1.	Use technology to attend a meeting (i.e. the phone or videoconference, etc.) even if all parties are in the office.
8.2.	If a meeting cannot be avoided: minimize meeting times, meet in large rooms, sit at least 2 meters (6 feet) apart.
9.	Use stairs, rather than elevators, when possible.
10.	Leave a gap between each ending and starting shifts (i.e. staggered shifts)
11.	A thorough cleaning scheme must be in place for offices and rooms to ensure these areas are free from potential COVID-19.
11.1.	Increase the cleaning and disinfecting activities frequency for all the areas where people have direct and constant contact (i.e. chairs, desks, doors, etc.)
11.2.	Increase the cleaning and disinfecting activities frequency for all the equipment that is used by people (i.e. monitors, keyboards, mouse, etc.)
12.	<p>Cafeteria: introduce staggered lunch periods, increase self-serve offerings, disposable utensils, suggest staff eat at their workplace rather than in crowded dining area.</p> <ul style="list-style-type: none"> a. If meals are being prepared or cooked on side provide sufficient face masks, disposable gloves, and cleaning supplies b. Show the maximum capacity of people inside and arrange tables to keep physical distancing during lunch