

CEMEX Protocol	Protocol for Traveling related to COVID-19 scenario.
Purpose of the Protocol	This protocol provides a recommended preventive measures for Traveling 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	<p>Copyright ©2020 Cemex Innovation Holding AG.</p> <p>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.</p>

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I. Preparation	
1.	In order to be prepared to institute travel restrictions when the pandemic risk increases, as well as communicate with travelers after changes in the pandemic alert level, it is necessary to put a travel tracking system into place.
II. Traveler kit	
1.	Consider preparing a travel kit that should include: emergency contact information, several sets of masks thermometer, goggles, alcohol-based hand sanitizer
III. Considerations	
2.	The travel protocol below is based on a set of assumptions about how we believe a pandemic will unfold. However, travel restrictions are subject to constantly changing considerations and the protocol will require fine tuning to the specific outbreak characteristics.

III. Considerations	
3.	<p>Some issues to keep in mind are:</p> <ul style="list-style-type: none"> a. Official government guidelines: These will supersede all Travel Advisory Guideline (TAG) developed material b. Virulence: Pandemic severity can change without warning and travel guidelines would need to change as well. c. Timing: there may be several months or years between pandemic phases, or they could evolve very quickly.
IV. Traveling guide	
1.	Check with your Local or Global Security the Country Risk Classification for the latest guidance and recommendations for each country to which you will travel.
2.	Identify employees who have travelled to high risk areas, or foreign employees who might be subject to evacuation.
3.	Avoid non-essential travel, especially to high risk infected areas.
4.	Check yourself or visit health care services to check for symptoms of illness, if in doubt, before starting travel, and notify your immediate supervisor and stay home if sick. Do not travel if you are sick, due to exposure to others and probable quarantine measures.
5.	Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor, Security Team and/or local RRT. Also, refer to local healthcare services for how to conduct a risk assessment of their potential exposure.
6.	<p>If traveling to countries with known outbreaks of epidemics or pandemics, or highly infected,</p> <ul style="list-style-type: none"> a. If available, get vaccinated two weeks before traveling. b. Inform Global Security Office of your travel plans, in advance: global.security@cemex.com c. Avoid traveling to specific outbreak areas d. Avoid contacts with animals.
7.	Bring traveler kit when traveling.
8.	Wear facemasks at all time while traveling on plane, train or any public gatherings.
9.	Allow sufficient time when passing through airports, train stations, due to probable delays on stricter screening procedures.
10.	Pay attention to announcements and guidance from the local government in your travel destination and monitor the local health and security situation.
11.	Follow any movement restrictions and prevention recommendations, including travel restrictions to and from the affected areas. Follow Global Security department guidelines and further instructions: global.security@cemex.com .

IV. Traveling guide	
12.	If you get flu or cold symptoms during your business trip, contact immediately your supervisor or Security Team and seek care from International SOS at: <ul style="list-style-type: none">a. Americas: +1 215 942 8226b. EMEA: +44 (0) 208 762 8008c. Asia: +65 6338 780
13.	Liaise with local Embassies for foreign employees who might be subject to evacuation if required.
14.	Wash your hands often with soap and running water, especially after coughing or sneezing. If soap and water is not available use alcohol-based hand sanitizer containing at least 70%.
15.	Cover your mouth and nose with a tissue when you cough or sneeze, and put the used tissue in the trash. If you don't have a tissue, cough or sneeze into your flexed elbow or upper sleeve, not your hands.
16.	Avoid close contact with sick citizens.