



CEMEX Protocol	Protocol for Managing Face-to-face Meetings.
Purpose of the Protocol	This protocol provides recommended preventive measures for employees receiving visits within CEMEX's premises and/or conducting visits outside CEMEX's premises during the Pandemic scenario of COVID-19. Measures include screening at entrances, meeting room guidelines, traveling to and from meetings outside the office, along with permanent personal hygiene, physical distancing, and cleaning guidelines.
Whom does this protocol apply to	This protocol applies to all CEMEX Operations worldwide. Local RRTs, managers, and employees should take responsibility for implementing it.
Disclaimer	Copyright ©2020 Cemex Innovation Holding AG. 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.

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I. General Guidelines for Visits	
1.	Avoid face-to-face meetings with visitors/third parties during the COVID-19 period as much as possible. Limit meetings to the minimum necessary.
1.1.	Promote and use alternative contact and technological communication tools, such as group phone calls, videoconference, social media, emails, other digital platforms, two-way radios.



I. General Guidelines for Visits	
2.	A supervisor should pre-authorize essential face-to-face meetings.
2.1.	Meetings should be previously assessed to identify any additional controls that might be needed.
2.2.	If required and feasible, use live remote support with other technological alternatives. Please refer to the "Field Remote Support" protocol for further information.
2.3.	Promote meetings, preferably in an open space environment, i.e., terrace, garden, open common areas.
2.4.	In preparation and during meetings, be sure to wash your hands frequently and thoroughly. Follow sneezing/coughing etiquette and the recommendations for hand sanitizing when touching elevators buttons, doorknobs, handrails, keyboard and mouse, printers/scanners, meeting rooms chairs, tables, screens, projectors, telephones, boards, and markers. Please refer to the "Personal Hygiene" protocol for further instructions.
2.5.	People attending the meeting need to guarantee physical distancing of 2 meters (6 feet), preventing face to face positioning and avoiding handshaking, hugs, and general skin-to-skin contact. Where physical distancing of 2 meters cannot be maintained, face masks and/or eye protection (face shields, goggles, or glasses) must be worn. Please refer to the "Physical Distancing" protocol for further information.

II. Meetings within CEMEX's premises	
Advising Visitors	
1.	Entry to the premises should be preceded by induction training/information, preferably by remote/electronic means. Please refer to the "Visitor Induction & Trainings" protocol for further information.
1.1.	In the absence of remote/electronic induction/training, verbal information will be given, respecting physical distance requirements. It would be beneficial to provide advanced information to the visitor (i.e., an email or phone call) with relevant information such as Personal Protective Equipment (PPE) requirements, bring their own hand sanitizer, etc.
2.	Advise visitors of COVID-19-related PPE requirements, which could include facemasks, gloves, goggles, or a face shield.
3.	Encourage visitors to bring their own alcohol-based hand-rubbing sanitizer.
4.	Advise visitors to cancel their visit/meeting or not to enter premises if they have or suspect having pandemic-related symptoms.
5.	Advise visitors that they will be screened upon entry for COVID-19 criteria. Access will be denied to any visitors with COVID-19 symptoms and could be referred for further medical inspection.



II. Meetings within CEMEX's premises	
Screening at Entrance	
6.	Visitors will be screened at the entrance for related disease symptoms based on a visual inspection, screening equipment, and/or questionnaire. These measures will only be applied where local regulations permit it.
6.1.	The screening process will include, if possible and legally allowed, measurement of body temperature using a non-contact thermometer, cough, and shortness of breath symptoms. Additionally, the visitor's health history can be assessed to identify 'at risk' factors, including: <ul style="list-style-type: none"> a. Fever (higher than 37.3 °C) and/or cough and shortness of breath. b. Vulnerability by virtue of age, underlying health, or clinical condition and/or pregnancy. c. Exposure by living with someone in self-isolation, with a vulnerable person, or someone who recently traveled to a high-risk location.
6.2.	Where legally allowed, register visitors' contact details: mobile telephone number, email, and address. State clearly that their details will be shared with local public health authorities if any participant becomes ill with suspected infectious disease. If they do not agree with this, they cannot attend the event or meeting.
Meeting Room Measures	
7.	If the meeting is held in a room, ensure proper cleaning and disinfecting of the area, mainly where people have direct and constant contact (chairs, desks, doors, doorknobs, or any other surface) prior and especially after completing a session with visitors.
7.1.	Make sure ventilation is available by keeping doors and windows open and avoid handling doorknobs.
8.	People attending the meeting must wash their hands thoroughly and wear face masks before entering the room or area. Please refer to the "Personal Hygiene" protocol for further Information.
9.	People attending the meeting need to guarantee physical distancing of 2 meters (6 feet), preventing face-to-face positioning.
9.1.	Meeting should be held with a group of people that allows for proper physical distancing, depending on the size and characteristics of the room and seating arrangements with a preference for ventilated environments. The lower the density, the better. A sign should be placed on the meeting room entrance that clearly states the maximum number of people allowed. Please consider local authorities' requirements.
9.2.	Avoid any skin-to-skin contact like handshakes, or physical contact like touching or exchanging supplies or equipment.
10.	Display information about the proper personal hygiene measures, i.e. that encourages participants to cover their faces with the bend of their elbow or a disposable tissue if



II. Meetings within CEMEX's premises	
	they cough or sneeze. Supply disposable tissues and closed bins for proper disposal, better if it is a foot-operated waste bin.
11.	It is recommended to have enough hand sanitizer and disinfecting wipes available for all the participants in the meeting.
12.	In case calls must be attended while interacting in meetings, it is recommended to use a hands-free device and not to share cell phones.
12.1.	Exchange of stationary (i.e., pens, paper) and electronic devices should be prohibited. To document the group's assistance, use photographs and/or previous printed list of expected assistants that will be only managed by the responsible of the meeting.
13.	Avoid foodservice and catering.
14.	Leave a gap between each ending and starting meeting (i.e., staggered meetings).
15.	Attendees should be responsible for sanitizing the area they occupied after completing each meeting, especially if no cleaning crew is available.
15.1.	A thorough cleaning scheme must be in place for offices and meeting rooms to ensure these areas are free from potential COVID-19, at least twice a day. This includes but is not limited to desks/tables, chairs, doorknobs, floors, and commonly used articles in the room. Please refer to the "Workplace Cleaning" protocol for further information.

III. Meetings outside CEMEX's premises	
Traveling to Meeting	
1.	All non-essential visits should be rescheduled or postponed to a future date when the COVID-19 crisis has eased.
2.	Whenever possible, avoid public transport and use other means like cycling or walking.
3.	When available, always prefer driving your own car, rather than sharing ride: <ol style="list-style-type: none"> a. Maintain cleanliness and hygiene in the cabin, especially if shared with other family members, clean and disinfect the steering wheel, door handles, frequently used levers and buttons, seats, and in general, anything you usually touch with your hands. b. If possible, it is recommended to spray shoe soles with a disinfectant and wash/sanitize hands before getting in the vehicle. c. If a vehicle is typically shared with other family members, prepare its next use by disinfecting the keys, cabin, door handles, etc. When cleaning the vehicle cabin, it is advisable to let it ventilate for ten minutes. d. Dispose of any tissue or other waste in a closed bin. e. Try to have a sanitizing solution available. f. When using toll highways/roads and/or gas and service stations, make sure you clean and sanitize your hands after receiving the toll tickets and/or money.



III. Meetings outside CEMEX's premises	
	<p>If possible, prefer contact-less technology such as pre-paid or contact-less card or toll applications. Please refer to the "On Road" protocol for further information.</p>
4.	<p>If employees have no option but to share ride:</p> <ol style="list-style-type: none"> a. Journeys should be shared with the same individuals and with the minimum number of people at any one time. b. Maintain proper ventilation (i.e., keeping the windows open) and face away from each other during the journey. c. It is recommended to wear COVID-PPE during the journey. d. Wash hands for 20 seconds using soap and water or hand sanitizer before entering and after getting out of the vehicle.
5.	<p>Maintain proper cleaning inside the vehicle cabin by cleaning and disinfecting the frequently used steering wheel, levers, and panels. When cleaning the vehicle cabin, it is advisable to let it ventilate for ten minutes. Please refer to the "Vehicle Operation" protocol for further information.</p>
6.	<p>Where public transport is the only option for employees, consider:</p> <ol style="list-style-type: none"> a. Schedule meetings to reduce congestion on public transport and the workplace entrance. Avoid using public transport, especially during peak times. b. During the journey, you must wear COVID-PPE (i.e., facemask), trying to maintain physical distancing, and avoid as much as possible touching surfaces. c. Do not touch your face. d. It is mandatory to use hands sanitizing as soon as getting off public transport and before entering the meeting facility.
Meetings at Third Party's Facility	
7.	<p>Be aware that outside CEMEX's premises, the COVID-19 related preventive measures could be less than sufficient; therefore, it is advisable to reinforce precautions.</p>
8.	<p>Request the meeting's organizer for the safety considerations in this protocol to be implemented at the place where the meeting is taking place. Also, share with your counterparts some of the best-practices recommended for handling meetings in CEMEX.</p>
9.	<p>Avoid touching elevators buttons, doorknobs, handrails, or sanitize your hands immediately.</p>
10.	<p>CEMEX employees attending the meeting must wash or sanitize hands thoroughly and wear facemasks before entering the room or area. It is recommended to bring hand sanitizer to the meeting. Please refer to the "Personal Hygiene" protocol for further Information.</p>
10.1.	<p>You must wash hands thoroughly before entering the room or area with the recommended procedure:</p> <ol style="list-style-type: none"> a. Use soap (preferably liquid) and running water (preferably warm). If using bar soap, use a new bar every day.



III. Meetings outside CEMEX's premises	
	<ul style="list-style-type: none"> b. Rub hands with soap and water for 20-30 seconds, covering nails, fingers, and wrists. c. Rinse hands thoroughly. d. Dry hands with paper towels, preferably. e. Close water faucet with use paper towel and open bathroom door with it. f. Throw away paper towel in the wastebasket/closed bin.
11.	Advise the meeting's host that CEMEX Protocols require that the number of people attending the meeting need to guarantee physical distancing of 2 meters (6 feet), preventing face-to-face positioning.
11.1.	A meeting should be held with a group of people that allows for proper physical distancing, depending on the room's size and characteristics and preferably on a ventilated environment. The lower the density, the better.
11.2.	Avoid any skin-to-skin contact like handshakes, or physical contact like touching or exchanging supplies or equipment.
12.	Follow coughing/sneezing etiquette, i.e., cover your face with the bend of the elbow or use a disposable tissue. Dispose of tissues in closed bins.
13.	In case calls must be attended while interacting in meetings, it is recommended to use a hands-free device and not to share cell phones.
14.	Avoid exchanging pens, pencils, or electronic devices, or touching keyboard and mouse, printers/scanners, meeting rooms chairs, tables, screens, projectors, telephones, boards, and markers; or sanitize your hands immediately.
15.	Food or drinks should be avoided or politely dismissed. Bring your own water bottle.
Arriving from Meeting	
16.	Keep following the same procedure explained in the previous section of this document, "Traveling to Meetings."
17.	<p>When arriving home, follow the next guidelines:</p> <ul style="list-style-type: none"> a. Do not touch anything when entering the house, until disinfected. b. Take off your shoes and leave them in a place separate from the rest. If possible, spray shoe soles with a disinfectant. If possible, leave the shoes outside the door, and use only one pair of shoes for work. c. Remove clothing and wash with detergent or leave in a bag for separate washing. d. Leave a tray at the entrance to put bags, wallets, and keys. e. Disinfecting the cell phone is essential, as it is something that used every day. f. It is also important to clean house surfaces that may have been in contact with something that has come from outside. g. Once you have finished all of this, rewash your hands with soap or preferably take a shower.