

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

I. Meetings at the workplace during ongoing COVID19 measures	
1.	Face-to-face meetings and meetings with visitors/third parties during COVID19 period should be avoided as possible.
2.	Promote and use alternative contact and technological communication tools, such as: group phone calls, group WhatsApp, E-mails, videoconference, digital platforms, two-way radios.
3.	If a face-to-face meeting is essential, make sure it is done in a well-ventilated area, respecting physical distance and wearing face mask. It should be held with a small group of people (e.g. no more than 6 people) depending on the size and characteristics of the room and preferably on an open space environment.
4.	People attending the meeting must wash their hands thoroughly as per WHO recommendations and wear masks before entering the room or area.
5.	Ensure the room/area has a sanitizing kit for hand hygiene and disinfecting wipes.
6.	People attending the meeting need to guarantee physical distancing of 2 meters (6 feet), preventing face to face positioning.
7.	Avoid any physical contact and try hand waving to promote a healthy distance.
8.	Exchange of pens or pencils, or electronic devices should be prohibited. To document the assistance of the group, use photograph and/or previous printed list of expected assistants that will be only managed by the responsible of the meeting.

I. Meetings at the workplace during ongoing COVID19 measures	
9.	Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins for disposal.
10.	In case calls must be attended while interacting in meetings, it is recommended to use a hands-free device or speaker to avoid contact of the phone or cellphone to the face.
11.	If the meeting is held in a room, make sure proper cleaning and disinfecting of the area where people have direct and constant contact (chairs, desks, doors, doorknobs, or any other surface) prior and after completing the session. Make sure ventilation is available by keeping doors and windows open and avoid handling doorknobs.
12.	Attendees should be responsible of sanitizing the area they occupied after completing each meeting, if no cleaning crew is available at the site.
13.	A thorough cleaning scheme must be in place for offices and meeting rooms to ensure these areas are free from potential COVID19, at least twice a day. This includes but not limited to: desks/tables, chairs, doorknobs, floors and commonly used articles in the room.