CEMEX Protocol

Protocol for handover due to ongoing measures related to COVID-19 scenario.

Purpose of the Protocol

This protocol provides a recommended preventive measures for handover activities 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

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.

Content

I. Handover activities

I. Handover activities

1. Before your entry to the office or workplace, make sure you apply the personal cleaning/hygiene protocol, including the use of disinfectant for your shoes/boots where needed.

2. Always respect the physical distance of 2 meters and avoid physical contact while carrying out the handover activities. Such handover activities involve verbal communication between shifts but where documentation review/exchange is required then gloves must be worn by all involved and writing equipment must not be shared.

3. Disinfect your workplace and tools. (Telephone, keyboard, screen, mouse, desk, cell phone, radio and chair, among other).

4. Do not use Personal Protective Equipment that is not assigned to you. Sharing any PPE is not permitted.

5. Carry out the handover outside if possible but where this isn't possible then ensure sufficient ventilation by opening windows and doors.