



<b>CEMEX Protocol</b>	Guidance for Employees and their Families, and caregivers staying at home due to ongoing measures related to COVID-19 scenario.
<b>Purpose of the Protocol</b>	This protocol provides a recommended preventive measures for household members, intimate partners, and caregivers to consider at home during a Pandemic scenario of COVID-19, and precautions in a nonhealthcare setting of a patient with symptomatic laboratory-confirmed COVID-19 or a patient under investigation.
<b>Who does this protocol apply to</b>	This protocol applies to all CEMEX’s employees and their families worldwide. The Plant RRT should take responsibility for implementing it.
<b>Disclaimer</b>	<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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<b>I. Physical distancing measures</b>	
1.	Physical distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19):
1.1	Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). Please refer to: VII. If someone at home has symptoms.
1.2	Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible. Please refer to: IV. Staying at home
1.3	Work remotely, where possible. Your manager should support you to do this. Please refer to: V. Remote work guidelines
1.4	Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs. Please refer to: IV. Staying at home
1.5	Avoid gatherings with friends and extended family. Keep in touch using remote technology such as phone, internet, and social media. Please refer to: IV. Staying at home
1.6	Use telephone or online services to contact your doctor or other essential services Please refer to: IV. <i>Staying at home.</i>
2.	Everyone should be trying to follow these measures as much as possible. However, if there is a need to leave home for some reason, please refer to: VI. <i>If you need to go out from home</i>
<b>II. Hygiene and other preventive measures</b>	
1.	Household members should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 70% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
2.	Household members should follow normal preventive actions while at home including recommended hand hygiene and avoiding touching eyes, nose, or mouth.
3.	Additional key times to clean hands include: <ul style="list-style-type: none"> <li>a. When arriving home (ie. from supermarket or drugstore)</li> <li>b. After blowing one's nose, coughing, or sneezing</li> <li>c. After using the restroom</li> <li>d. Before eating or preparing food</li> <li>e. After contact with animals or pets</li> <li>f. Before and after providing routine care for another person who needs assistance (e.g. a child)</li> </ul>
<b>III. General recommendations for routine cleaning at home</b>	
1.	Consider cleaning frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) with appropriate household cleaners and disinfectants, following label instructions (see: III.4 below)

<b>III. General recommendations for routine cleaning at home</b>	
2.	Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning
3.	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
4.	For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common registered household disinfectants should be effective
5.	For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
6.	Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Wash hands immediately after gloves are removed.
7.	If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
8.	If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
9.	Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person cannot be washed with other people’s items.
10.	Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

<b>IV. Staying at home</b>	
1.	Staying at home can help stop coronavirus spreading
2.	You'll need to stay at home if you have symptoms of coronavirus (COVID-19) or live with someone who does without having taken the appropriate preventive measures. In case of a confirmed case at home, please refer to the Protocol: <i>Guidance for caregivers at home of a person with symptomatic laboratory-confirmed COVID-19 or a person under investigation.</i>
3.	Staying at home means you should: <ul style="list-style-type: none"> <li>a. Not go to work, school or public areas</li> <li>b. Not use public transport or taxis</li> <li>c. Not have visitors, such as friends and family, in your home</li> <li>d. Not go out unless you need to buy food or collect medicine. If necessary, select just one person to go out following the protocol when returning home.</li> </ul>

<b>IV. Staying at home</b>	
4.	You can use your garden, if you have one. You can also leave the house to exercise – but stay at least 2 meters away from other people, following the protocol when returning home
<b>V. Remote work guidelines</b>	
1.	Working remotely could be necessary or mandatory in a contingency scenario due to Pandemics because Covid-19.
2.	Employees must get line manager approval prior to working remotely and includes in case to be necessary completing and signing off any documentation required (if it is needed by local regulations)
3.	It is expected that people who work remotely will have the appropriate equipment to do so, (a work laptop, secure access and internet connection)
4.	Managers must ensure:
4.1	That equipment supplied to their teams is suitable for its intended purpose.
4.2	That the employee receives any necessary information and/or training that they may need to carry out their work in a safe, secure and efficient manner.
4.3	They should provide ergonomic recommendations for using the data display screen
5.	Employees must:
5.1	Make sure confidential or sensitive information is stored securely and not seen inappropriately by others.
5.2	Cover the working agreed times as if they were working remotely.
5.3	Adapt the workspace ergonomically with the resources they have according to the recommendations for the use of data display screens
6.	Managers and employees have a responsibility to observe security and confidentiality practices in relation to equipment and/or sensitive data in line with internal information security policy
<b>VI. If you need to go out from home</b>	
1.	Going out from home would be considered only when this is absolutely necessary (e.g. in case of an emergency, to buy food or collect medicine).
2.	If there is any official mobility restriction (as a curfew), all the instructions of the Authorities must be followed
3.	Nevertheless, if you must to go out from home:
3.1	Wash your hands before you go out to protect others, and wash them again after touching any object or surface to protect yourself (bring with you hand sanitizer gel)

<b>VI. If you need to go out from home</b>	
3.2	If possible, avoid public transportation, ride-sharing, or taxis.
3.3	Follow the recommendations of physical distancing (no kissing, no handshake, no hugging and stay at least 2 meters/6 feet away from other people)
3.4	If you are going to pay for something, try to not pay with cash; if you need to, then wash your hands after that.
3.5	If there is any specific official mobility restriction (as a curfew), all the instructions of the Authorities must be followed.
3.6	If a person needs to go to work (where deemed essential) then they must wear clean clothes and it is recommended they also thoroughly washed themselves (e.g. a shower). It is also recommended they take spare clean clothes with them in a separate bag to change into once the shift has ended.
4.	When returning home, consider the following recommendations:
4.1	Do not touch anything when entering the house, until have been disinfected.
4.2	Take off your shoes and leave them in a place separate from the rest. There is also the option of preparing a container with water and chlorine and introducing the soles there to disinfect.
4.3	If you got away with a pet, disinfect their paws.
4.4	Remove clothing that has been exposed and wash it.
4.5	Leave a tray at the entrance to put bags, wallets and keys.
4.6	Disinfecting the cell phone is essential as it is something that is used every day and at all times.
4.7	It is also important to clean the surfaces of the house that may have been in contact with something that has come from outside
4.8	Once you have finished all of this, wash your hands again with soap.
<b>VII. Protecting older adults at home</b>	
1.	You should take precautions to protect yourself and those in your care from contracting COVID-19, as have been explained in this document, especially if there is at home an elder, since older adults, 65 years and older, are at higher risk for severe illness for COVID-19
2.	If an older adult in your care is feeling well, consider helping them postpone elective procedures, annual checkups and other non-essential doctor visits.
3.	To help older adults stay in touch with their caregivers, ask their doctors' offices if they offer telemedicine, email or other means rather than face-to-face.
4.	Keep as much distance as possible between people in the home:

<b>VII. Protecting older adults at home</b>	
4.1	If possible, limit the elder to a single location in the house
4.2	Don't share personal items (the virus spreads easily among people in the same household)
4.3	Make every effort to minimize the impact of multigenerational living.
5.	Designate a primary caregiver to provide all contact with the elder in the home.
6.	The primary caregiver should also limit their daily interactions with people outside the home to reduce their risk of exposure.
7.	Avoid any non-essential visitor to the house.
7.1	If someone is visiting for an essential purpose, should consider the protocol to entering home (see: VI. If you need to go out from home, point 4 above).
7.2	Keep distance, stay at least 2 meters away from the older adult.
8	To help older adults feel involved, purposeful and less lonely during the pandemic:
8.1	Show them how to video chat with others using smartphones, laptops or tablets.
8.2	Use apps on these devices to provide captions for adults with hearing challenges.
8.3	Encourage friends and family outside of your household to telephone, write notes or send cards to lift your loved one's spirits.
9.	Older adults should put off non-essential travel with itineraries that would expose them to crowds.
<b>VIII. If someone at home has symptoms</b>	
1.	<p>a. Pay attention for potential COVID-19 symptoms including, fever, cough, and shortness of breath. If you feel like you are developing symptoms, call your doctor.</p> <p>b. If you develop emergency warning signs for COVID-19 get medical attention immediately. In adults, emergency warning signs*:</p> <ul style="list-style-type: none"> <li>• Difficulty breathing or shortness of breath</li> <li>• Persistent pain or pressure in the chest</li> <li>• New confusion or inability to arouse</li> <li>• Bluish lips or face</li> </ul> <p>*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.</p>
2.	If you think you or somebody at home have been exposed to COVID-19 and develop warning sign symptoms:
2.1	Stay home except to get medical care for a period of days from last exposure, enough to cover incubation period of the disease to make sure the person is not infected with the pandemic-related disease



<b>VIII. If someone at home has symptoms</b>	
2.2	Do not visit public areas.
2.3	Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.
2.4	If possible, avoid public transportation, ride-sharing, or taxis.
2.5	Stay away from others as much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available.
2.6	Limit contact with pets & animals just like you would around other people.
2.7	If there is a person at home confirmed with Covid-19, please refer to the Protocol: <i>Guidance for caregivers at home of a person with symptomatic laboratory-confirmed COVID-19 or a person under investigation</i>
<b>IX. Caregivers at home</b>	
<b>Actions to be taken</b>	
1.	Household members may have close contact with a person with symptomatic, laboratory-confirmed COVID-19 or a person under investigation (patient). Close contacts* should monitor their health; they should call their healthcare provider right away if they develop symptoms suggestive of COVID-19 (e.g., fever, cough, shortness of breath).
2	Close contacts* should also follow these recommendations:  * Close contact is defined as— <ul style="list-style-type: none"> <li>a. being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (15 minutes or more); close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case <ul style="list-style-type: none"> <li>– or –</li> </ul> </li> <li>b. having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).</li> </ul>
2.1	Make sure that you understand and can help the patient follow their healthcare provider’s instructions for medication(s) and care.
2.2	You should help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.
2.3	Monitor the patient’s symptoms. If the patient is getting sicker, call his or her healthcare provider and tell them that the patient has laboratory-confirmed COVID-19. This will help the healthcare provider’s office take steps to keep other people in the office or waiting room from getting infected. Ask the healthcare provider to call the local or state health department for additional guidance.



<b>IX. Caregivers at home</b>	
<b>Actions to be taken</b>	
2.4	If the patient has a medical emergency and you need to call to local emergency number in your city, area o country, as applicable, for example 911, notify the dispatch personnel that the patient has, or is being evaluated for COVID-19.
2.5	Household members should stay in another room or be separated from the patient as much as possible. Household members should use a separate bedroom and bathroom, if available.
2.6	Prohibit visitors who do not have an essential need to be in the home.
2.7	Household members should care for any pets in the home. Do not handle pets or other animals while sick.
2.8	Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.
<b>General hygiene, cleaning and physical distance measures for Caregivers</b>	
1	Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 70 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
2	Avoid touching your eyes, nose, and mouth with unwashed hands.
3	The patient should wear a facemask when around other people. If the patient is not able to wear a facemask (for example, because it causes trouble breathing), you, as the caregiver, should wear a mask when you are in the same room as the patient.
4	Wear a disposable facemask and gloves when you touch or have contact with the patient’s blood, stool, or body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
4.1	Throw out disposable facemasks and gloves after using them. Do not reuse.
4.2	When removing personal protective equipment, first remove and dispose of gloves. Then, immediately clean your hands with soap and water or alcohol-based hand sanitizer. Next, remove and dispose of facemask, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer.
5	Avoid sharing household items with the patient. You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the patient uses these items, you should wash them thoroughly (see below “Wash laundry thoroughly”).
6	Clean all “high-touch” surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day. Also, clean any surfaces that may have blood, stool, or body fluids on them.



<b>General hygiene, cleaning and physical distance measures for Caregivers</b>	
6.1	Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.
7	Wash laundry thoroughly.
7.1	Immediately remove and wash clothes or bedding that have blood, stool, or body fluids on them.
7.2	Wear disposable gloves while handling soiled items and keep soiled items away from your body. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after removing your gloves.
7.3	Read and follow directions on labels of laundry or clothing items and detergent. In general, using a normal laundry detergent according to washing machine instructions and dry thoroughly using the warmest temperatures recommended on the clothing label.
7.4	Place all used disposable gloves, facemasks, and other contaminated items in a lined container before disposing of them with other household waste. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after handling these items. Soap and water should be used preferentially if hands are visibly dirty.
8	Discuss any additional questions with your state or local health department or healthcare provider. Check available hours when contacting your local health department.