

Product Delivery Protocol

CEMEX Protocol	CEMEX COVID-19 Product Delivery Protocol
Purpose of the Protocol	This protocol provides a recommended preventive measures for Product Delivery 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/drivers/haulers contractors should take responsibility for implementing it.
Disclaimer	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. Copyright ©2020 Cemex Innovation Holding AG.

I. Delivering/transporting product recommendations	
1.	Delivery zones should be clearly identified and limited to receivers and deliverers only.
2.	Request the use of proper COVID-19 related Personal Protective Equipment (PPE) for deliverer and receiver according to the local health authority. This could include, but not limited to: face masks, face shields or glasses, gloves.
3.	Instruct drivers to maintain a clean and tidy cab and to disinfect it after each shift, which needs to Include equipment such as the steering wheel, levers and panels. When cleaning the cabin, it is advisable to let it ventilate for ten minutes.
4.	While receiving materials, delivery drivers should remain in their vehicles. If they must participate in the process of unloading goods and materials, they must comply with proper physical distance, wearing face masks, washing or cleaning their hands with alcohol-based sanitizer prior and after this activity.
5.	Whenever possible, nothing should be passed between the deliverer and the receiver (e.g. invoices, pen, water bottle, personal identification ID).
6.	While driving keep the window semi-open for ventilation.

I. Delivering/transporting product recommendations	
7.	Limit the number of passengers in the vehicle cabin ideally to one and maximum to two people, wearing COVID-PPE at all times.
8.	Provide hand sanitizer to be frequently used by the driver while delivering. Spray shoes/boot soles with chlorine solution every time when exiting and entering the cabin.
9.	Instruct drivers to avoid physical contact and keep a safe distance of 2 meters (or 6 feet) with third parties while delivering. Avoid sharing personal tools and equipment, and to reduce contact time.
10.	Avoid signing delivery papers requirements. If possible, use alternative methods, i.e. receipt proof email with pictures. If necessary, request signatures with their own pen (do not share pens), keeping invoice on paper clipboard or holder pad (do not handle paper invoice). Also avoid cash exchange, if possible. If necessary, follow "Cash Handling Protocol" for further instructions.