

## Retailers & Warehouses Protocol

<b>CEMEX Protocol</b>	<b>CEMEX COVID-19 Retailers and Warehouses Distributors of Construction Materials Guidelines</b>
<b>Purpose of the Protocol</b>	This protocol provides a recommended preventive measures for Retailers and Warehouses Distributors of Construction Materials during a Pandemic scenario of COVID-19.
<b>Who does this protocol apply to</b>	These guidelines are aimed at providing guidance for CEMEX' clients within the retail business and distribution of construction materials worldwide. Note these guidelines should be read in consultation with regional or national government guidance as these may differ from the guidelines in this document
<b>Retailing and Warehouse Operating Guidelines – Protecting Your Workforce</b>	
The following recommended practices and procedures are based on what is currently known about the COVID-19 disease. As this issue progresses or recedes, we strongly recommend you stay current with your national or regional authorities guidance and immediately implement the most current best practices to protect the safety and health of your employees, trade partners, clients and the general public.	
The following procedures are directed at limiting the spread of an epidemic-related disease in the workplace by appropriately handling suspected or ill personnel or visitors. To prevent stigma and discrimination in the workplace, do not make determinations of risk based on race or country of origin, and be sure to maintain information confidentiality of confirmed or suspected COVID-19 infection. Keep in mind that during an epidemic outbreak, health providers may be overwhelmed, and it may be difficult to obtain a definitive testing and diagnosis of an epidemic related disease.	
The health and safety requirements of any commercial activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitable qualified personnel being available or physical distancing being implemented, it should not take place.	
<b>If a site is not consistently implementing the measures set out below and the latest Government advice and requirements on COVID-19 at all time, it may be shut down.</b>	

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<b>I. Roles and responsibilities</b>	
<b>1. Employers</b>	
1.1	Appoint a COVID-19 'Site Coordinator' who is responsible for all control measures related to COVID-19 prevention. Refer to COVID-19 Site Coordinator and Profile.
1.2	Inform/train/supervise employees in updated and usual health and preventive recommendations that must be followed individually and collectively.
1.3	Provide workers with the proper COVID-19 related Personal Protective Equipment (COVID-PPE) according to the local health authority. These should include, but not limited to: face masks, face shields or glasses, hand sanitizers.
1.4	Guarantee proper sanitization of the site, apply preventive measures and promote self-care among workers.

<b>I. Roles and responsibilities</b>	
1.5	Reduce non-essential meetings and avoid physical gatherings. If a live person-to-person meeting is required, limit participants and guarantee proper sanitization, site cleanliness and physical distancing.
1.6	Identify vulnerable employees in terms of age, underlying health or clinical condition and pregnancy. Comply with local information privacy regulations.
1.7	Follow all latest government and local regulations and recommendations to guarantee customer, visitors, supplier and employee's health, among other relevant parties.
1.8	If possible, manage staggered shifts with 15-30 minutes gap to limit the number of workers sharing locker rooms at the same time
1.9	In places where movement of people should be limited, display 'Authorized Personnel Only' signs.
1.10	Consider the maximum number of people that could safely be inside the retailer shop, warehouse or closed area and control access accordingly to maintain recommended physical distancing as much as possible.
1.11	Keep constant communication with authorities regarding advices, requirements, restrictions, as well as reporting requirements by employers, especially with local health authorities.
<b>2. Employees</b>	
2.1	It is critical that employees DO NOT attend the workplace while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue. First, they should call local doctor or health services, and contact remotely their supervisor.
2.2	Individuals should seek medical attention, specially if symptoms persist or evolve.
2.3	Practice self-care, including good hygiene practices (hand washing, coughing/sneezing etiquette, hygiene protocol....) and follow all preventive measures, specially physical distance requirements. Please refer to "Personal Hygiene Protocol" for further instructions.
2.4	Identify yourself to the on-site medical service if you are a vulnerable person (by virtue of age, underlying health or clinical condition and pregnancy) in order to take the appropriate preventive and organizational measures.
2.5	Practice self-care and follow all preventive measures on site, specially physical distance (2 meters or 6 feet).
2.6	Provide clear, timely and truthful information about health status.
2.7	Clean and disinfect work stations, tools, equipment and vehicles to prevent contamination.
2.8	Use adequately all COVID-PPE that you received from your employer.
2.9	Familiarize yourself with all information, recommendations, guidance and restrictions regarding COVID-19 and comply with them.

<b>II. General Recommendations</b>	
1.	Identify suppliers, prices, stocks, delivery lead times and/or stock on face masks, face shields, disposable gloves, liquid soap, disposable towels and tissues, hand sanitizers. Assure adequate levels of inventory.
2.	All personnel, operational and administrative should be trained in all preventive measures to avoid contagion of COVID-19. Make sure all personnel is informed of all emergency / healthcare provider contacts and procedures, and/or it is available and posted.
3.	Distribute adequately masks to personnel, visitors, vendors but most specially high-contact employees like receptionists, cashiers, salesforce, dispatch, procurement, security and medical/HR personnel.
4.	Draw up a list of critical vendors / suppliers that will need to continue contact with local offices during outbreak periods such as mail, package delivery, security, housekeeping, maintenance personnel. Please refer to "..... Protocol" for further instructions.
5.	Avoid physical person-to-person meetings. Promote and use alternative contact and technological communication tools, such as: phone calls, two-way radios, WhatsApp, E-mails, digital platforms and electronical payment methods.

<b>III. Preventive measures</b>	
<b>1. Access Controls and screening at entry to facilities (Please refer to "Screening at Workplace Protocol" for further instructions)</b>	
1.1	Receptionists, Security or Medical/HR personnel should be trained and/or briefed to receive and recognize visible epidemic-related disease symptoms. If available, security or Health and Safety staff could help coordinate the preventive screening procedures.
1.2	The reception area or Security staff should screen people for COVID-19 related disease symptoms based on a visual inspection, screening equipment and/or questionnaire. Anyone who meets one of the following criteria should not enter the facilities: <ul style="list-style-type: none"> <li>d) If the following symptoms are present: Fever (higher than 37.3 °C) and/or any of these symptoms: cough, shortness of breath.</li> <li>e) Is a vulnerable person (by virtue of age, underlying health or clinical condition and pregnancy).</li> <li>f) Is living with someone in self-isolation or a vulnerable person.</li> </ul>
1.3	Actively encourage sick employees to stay home and establish self isolation if the symptoms previously described are present. Employees should notify their supervisor and report their condition on a frequent basis. Employees must keep on-site medical services informed, and with their authorization, they may return to work when they are free of fever (below 99.1° F [37.3° C] using an oral thermometer), and any other

<b>III. Preventive measures</b>	
	symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
1.4	<p>If possible and legally allowed, measure body temperature with a non-contact thermometer to all personnel and visitors. If body temperature is greater than 37.3°C will not be allowed to enter the facility and will be requested to seek medical attention as established by the local government authorities.</p> <p>b) If confirmed as COVID-19 positive; such individuals are required to follow the recommendations of the local health authority and may not return to work until given approval by the proper health authorities and/or on-site medical/HR personnel.</p>
1.5	If any individual at reception area has fever or respiratory symptoms or any two other symptoms on the previous checklist, then follow the "Procedures if someone falls ill" section.

<b>IV. Response measures</b>	
<b>1. Procedure if Someone Falls Ill (Please refer to "Isolation for People who are Ill" section of the Screening at Workplace Protocol for further instructions.)</b>	
1.1	<p>If a worker develops fever (higher than 37.3 °C) and/or any of these two symptoms, cough, shortness of breath, during the working shift, he or she should:</p> <p>g) Wear a mask immediately</p> <p>h) Return home and avoid public transport when leaving building.</p> <p>i) Avoid touching anything</p> <p>j) Cough or sneeze into a disposable tissue and put it in a bin, or if they do not have tissues, cough and sneeze inside their elbow.</p> <p>k) If a worker on site is confirmed to be infected, the individual or his/her supervisor should inform local doctor, HR or Security Teams of his/her possible infection in the workplace but maintain confidentiality. The supervisor must identify tools and areas the infected person used and with whom s/he had contact while at work. Employees exposed to a co-worker with confirmed infection should also inform his/her supervisor, local doctor, HR or Security staff on how to conduct a risk assessment of their potential exposure. If the confirmation can't be done immediately the employees exposed with the suspected case must be sent home on 14-day quarantine just in case they developed symptoms, also informing supervisor, local doctor, HR and/or Security staff.</p>

<b>IV. Response measures</b>	
	<p>l) When unable to return home by themselves, a vehicle and driver should be arranged for them. Both driver and passenger are to be given masks and gloves. The passenger is to sit in the backseat, and the driver is to open and close the doors for them. If possible and weather permits it, is preferable to roll down two windows of the vehicle to guarantee ventilation while transporting a possible COVID-19 patient.</p>
1.2	All areas on site potentially infected by a confirmed or probable case are blocked from access until the area is properly cleaned and disinfected, along with any public areas where s/he has spent significant time (more than 15 minutes).
1.3	The employee sent home must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed and given approval by the proper health authorities and/or the employer. If possible, the individual must present evidence of medical discharge to their immediate supervisor using any communication media possible prior to returning to work.
<b>2. Apply Preventive Quarantine (Please refer to the Quarantine for people who have been exposed, but are not ill" section of the Screening at Workplace Protocol for further instructions)</b>	
2.1	<p>Quarantine refers to the separation and restriction of movement of persons who are not yet ill but have been exposed to an infectious agent and therefore may become infected. Apply quarantine if:</p> <p>c) Worker has been in contact or exposed to a person confirmed COVID-19 or person(s) with related symptoms detected on site or off-site. This is because an ill person may be infectious for days before they know they are sick or show symptoms.</p> <p>d) A worker on quarantine should stay at home or in a designated building 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 epidemic-related disease. Recommended period of quarantine for COVID-19 is currently 14 days.</p>
2.2	It is recommended that all persons who live with the person referred to quarantine for example wife, husband, partner, roommate; should remain in quarantine as well.
2.3	Quarantine means not coming to work, not going outside, not going to school or other public places and not meeting with other people unless given permission by the medical staff or health authorities.
2.4	Detailed tracking of worker's status on-site and off-site are kept at all time (e.g., fit to work, sick, off-work for family caring duties, etc.). A list of all quarantined workers should be updated daily, and kept confidential according to local privacy regulations compliance.

<b>V. Communication and awareness</b>	
1	Clear and easy to understand communication posters and/or flyers should be posted at entry points for the public, your customers, employees, and providers to outline the commitment and measures during the COVID-19 crisis, with relevant updates from appropriate local public health authorities.
2	For your customers: Include posters that explain the preventive measures that will apply to enter the premises; such as limited schedules by age group, limit of customers in stores depending on building capacity, mandatory use of any type of masks, etc. Additional posters could be set up indicating the correct procedure for hand washing or sanitizing, using masks and gloves and how to dispose them properly, coughing/sneezing etiquette and physical distancing measures. Communication posters could be set up in entrances, bathrooms, hand-wash stations and in a high traffic areas.
3	For your employees: Include posters that instruct the correct procedure for hand washing or sanitizing, using masks and gloves and how to dispose them properly, coughing/sneezing etiquette, and physical distancing measures. Communication posters/flyers could be set up at entrances and high traffic areas, bathrooms, conference rooms, resting areas, cafeteria and/or kitchen dedicated to employees. Also include emotional and mental health support during the epidemic.
4	<p>Communications should include that all customers and employees exercise the following recommended practices for reducing the risk of transmission as identified by the health authorities:</p> <ul style="list-style-type: none"> <li>i) Avoid touching face, specially eyes, nose and mouth;</li> <li>j) Always Maintain a minimum physical distance of 2 meters (6 feet) from others;</li> <li>k) Mandatory use of any type of mask for customers and N95, KN95 or face masks and face shields for employees.</li> <li>l) Coughing / sneezing etiquette: <ul style="list-style-type: none"> <li>• Cough or sneeze into a disposable tissue or the bend of your elbow, not your hand;</li> <li>• Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards;</li> </ul> </li> <li>m) Do not share personal items or supplies such as phones, pens, notebooks, COVID-PPE, etc.;</li> <li>n) Clean and disinfect frequently touched objects and surfaces, including all reusable COVID-PPE;</li> <li>o) Avoid common physical greetings, such as handshakes, hugs and kissing;</li> <li>p) Wash hands entirely often (including nails and back of hand) with soap and water for at least 20 seconds, especially after using the washroom, when</li> </ul>

<b>V. Communication and awareness</b>	
	preparing food, and after blowing nose, coughing, or sneezing. If hands are not visibly dirty, and soap and water are unavailable, alcohol-based hand sanitizer can be used.
<b>VI. Cleaning Protocols (Please refer to "Workplace Cleaning Protocol" for further instructions)</b>	
<b>1. Cleaning and disinfecting areas/working stations</b>	
1	Cleaning and disinfecting environmental surfaces are important components of routine infection control. Workplace cleaning and disinfection should follow the same general principles used in healthcare settings: removal of dirt, frequent disinfection and use of a certain set of disinfecting products.
2	It is likely that an enhanced cleaning regime will overwhelm a cleaning staff that may be fewer in number than usual. In this case, employee should be responsible for cleaning their own areas and possibly common areas nearby.
3	Surfaces that are frequently touched with hands should be cleaned often. This would include (but would not be limited to): Doors in entrance/exiting areas, counters and shelves, desk surfaces, chairs (e.g. arm rests), tables, phones, computer keyboards (especially if shared), counters, light switches, lavatory surfaces, kitchen surfaces and appliances, doorknobs, elevators buttons, handrails, floors and other horizontal surfaces, shared tools and equipment, machinery cabin.
4	It is important to avoid sharing cups, dishes, and cutlery and to ensure that they are thoroughly washed with soap and hot water. If possible, use disposables cutlery, cups and dishes.
5	Garbage collection, and if necessary, storage points, should be increased and emptied regularly throughout each day.
6	If a person is suspected of having pandemic-related disease, it is important to thoroughly clean and disinfect their work area along with any other places may s/he has been.
<b>2. Cleaning frequency</b>	
1	<p>The frequency of cleaning should be balanced with the reduced level of activity at the facility that would be expected during a period of high infection. Here are some general frequency recommendations that need to be validated considering your operations, staff and visitors at site.</p> <ul style="list-style-type: none"> <li>e) Public areas (e.g. stores, reception, etc.), should be cleaned 5 or more times a day</li> <li>f) High touch areas (e.g. light switches, doorknobs, etc.) / Lavatory and bathrooms / Counters, shelves, displayed merchandise, cashier spaces, kitchen, cafeterias and pantries, should be cleaned every two hours</li> </ul>



<b>VI. Cleaning Protocols (Please refer to "Workplace Cleaning Protocol" for further instructions)</b>	
	g) Private offices / Meeting rooms should be cleaned before and after workday and meetings. Meetings should be reduced to a minimum, after reviewing technological alternatives (phone conference, virtual conference, two-way radios, etc.), always respecting physical distance recommendation. Personnel should be provided appropriate cleaners to clean their own office more frequently, if desired.
<b>3. Cleaning and disinfecting instructions</b>	
1	The use of cleaning products and directions should be appropriately followed. Ensure all exposed workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with the requirements of Public Health Agency of the country and standards. Employers must comply with applicable standards by law including proper disposal of regulated waste, and COVID-PPE.

<b>VII. Site Access Points: Access and movement to/from store or facility</b>	
1	Wherever possible, workers should travel to site alone, promoting their own means of transportation to avoid public or mass transportation. Sites should arrange additional parking arrangements for vehicles and bicycles.
2	Stop all non-essential visitors.
3	Entry to the site should be preceded by e-learning induction/training. There is no possibility to train contractors by specialist although there is a lot of space in a room to keep 2 meters distance of each other. It is recommended that e-training and test have been done at home.
4	Introduce staggered hours to start and finish times to reduce congestion of personnel and contact at all times. Make sure physical distance of 2 meters (6 feet) is respected in personnel working at the site.
5	Monitor site access points to enable physical distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
6	Allow plenty of space (two meters) between people waiting to enter site. Establish or install visual points to settle the proper distance.
7	Remove or disable entry systems that require skin contact e.g. fingerprint scanners, attendance list signing (sharing pen).
8	Require all workers to wash or clean their hands before entering and leaving the site. If possible, install a sanitary station at entrance, supplying water and soap; or install and provide alcohol-based sanitizer. As an additional suggestion, install shoe sanitation station (i.e. sanitizing solution carpet, tub, mat or spray) prior to entering/leaving jobsite.
8.1	For some controlled environments the use of sanitization tunnels could be suggested. If you consider using sanitization tunnels, check that there is research proof of its

<b>VII. Site Access Points: Access and movement to/from store or facility</b>	
	effectiveness (including chemicals used, side effects, minimum sanitization exposure period).
9	All personnel while working at the site must wear COVID-PPE all times (masks, gloves and eye protection). All personnel must be trained on the proper use, removal and disposal of the COVID-PPE.
10	Regularly clean with recommended disinfectants, common contact surfaces in reception, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, security gate room, particularly during peak flow times. It is recommended to suspend alcohol testing procedures using dedicated mouth-blowing devices and temporarily changing to visual inspection or other field sobriety tests.
11	Reduce the number of people in attendance at site inductions and consider holding them outdoors; wherever possible, respecting the recommended 2 meters (6 feet) distance between participants.
12	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. Please refer to "Receiving and Delivering Products Protocol" for further instructions.
13	One-way staircases are established wherever practical to minimize worker contact. If possible, avoid the use of elevators.
14	If it is necessary to use elevators, implement the minimum distance protocol and/or standing slots, facing the wall. Elevators should be frequently sanitized, specially high touch contact points.
15	Freight elevators are operated/occupied by only one individual at a time if feasible and/or by respecting the minimum physical distancing guidelines. If more than one person should access the elevators, all occupants must wear masks at all times.

<b>VIII. Working remotely</b>	
1	Where feasible, employees should work remotely. Meetings should be held through teleconferencing or videoconferencing. Please refer to "Remote Work Protocol".

<b>IX. Operations</b>	
<b>1. Retail store recommendations</b>	
1.1	All personnel with customer contact must wear personal protective equipment at all times in store (masks, gloves and eye protection). All personnel must be trained on the proper use, removal and disposal of the COVID-PPE.
1.1.1	Recommend customers to attend the store individually, not in family, groups, with children or people at risk (elderly or with chronic diseases).

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1.1.2	Install alcohol based sanitizers dispensers for customers at entrance and exits, at shelves of frequently touched merchandise and/or high traffic of customers.
1.1.3	If your store supplies shopping carts or carriages, make sure they are properly sanitized with an alcohol-base cleaning product before each use. You could provide the means to be cleaned by the customer, or assign personnel to guarantee it is done properly.
1.1.4	Ask customers to avoid touching products/merchandise that will not be purchased. Install posters with reminders.
1.2	Establish distance between customers in line while waiting at the cashier area or counter by placing visual stand-up marks on the floor. If possible, install a barrier to shield the cashier or sales personnel, or marks on the floor to keep proper distance (2 meters or 6 feet) from customers. The counter must be disinfected frequently. All personnel that attend public should wear masks, gloves and eye protection gear or face shield.
1.3	Establish control measures over the number of persons inside the establishment, to make sure they keep the physical distance recommended while shopping in the store. If possible, limit the time available for the customers in store and establish special schedules to elderly and vulnerable people (elderly, pregnant, chronic disease). Inform regular customers of the most appropriate time alternative to go shopping.
1.4	<ul style="list-style-type: none"> <li>• If possible, prepare your business to receive or prepay orders by electronic means and coordinate pick-up time to avoid crowds in the store. Assign a pick-up area preferably outside of the store or directly in dispatch/procurement area. If possible, provide or increase your delivery service. Please refer to "Receiving and Delivering Products Protocol" for further instructions.</li> </ul>
1.5	<ul style="list-style-type: none"> <li>• Install alcohol gel dispensers available for the cashier and the customer, after completing transactions. If possible, recommend payments with credit cards and use self-servicing credit card receivers or contact-less credit cards, to avoid contact with your personnel during payment transaction. Please refer to "Cash Handling Protocol" for further instructions.</li> </ul>
<b>2. Warehouse recommendations</b>	
2.1	Prohibit group gatherings and avoid physical person-to-person meetings with employees. Promote and use alternative contact and technological communication tools, such as: group phone calls, group WhatsApp, E-mails, videoconference, digital platforms, two-way radios. If a meeting is essential, make sure it is done in a well-ventilated area, respecting physical distance and wearing COVID-PPE.
2.2	All personnel while working at the warehouse must wear personal protective equipment at all times (masks, gloves and eye protection). All personnel must be trained on the proper use, removal and disposal of the COVID-PPE.
2.3	Regularly clean with recommended disinfectants, common contact surfaces in premises, office and delivery areas e.g. copy machines, screens, telephone handsets, desks, keyboards, particularly shared devices during peak flow times.

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2.4	Instruct your personnel not to exchange utensils or paperwork. If paperwork is necessary, assign a tray to deposit paperwork, and clean hands after touching paperwork. Exchange of pens or pencils, or design electronic devices should be prohibited.
2.5	Reduce and if possible, eliminate any skin-to-skin contact or hands-on-product in the operation, using mechanical means of handling products.
2.6	Forklifts, machinery or lifting equipment should be properly disinfected after finalizing every shift and the user should be responsible of performing this task, provided all cleaning products. Special attention to door handles, steering wheel, shifting gears, panels, seatbelts and any frequently touched surface.
<b>3. Delivering/transporting products recommendations</b>	
3.1	Delivery zones are clearly identified and limited to receivers and deliverers only.
3.2	When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper COVID-PPE, while deliverers 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. Please refer to "Receiving and Delivering Products Protocol" for further instructions.
3.3	Maintain proper cleaning inside the vehicle cab by cleaning and disinfecting the frequently used steering wheel, levers and panels. When cleaning the cab, it is advisable to let it ventilate for ten minutes.
3.4	While driving keep the window semi-open for ventilation.
3.5	Limit the number of passengers in the vehicle cabin ideally to one and maximum to two people, wearing COVID-PPE at all times.
3.6	Provide alcohol-based gel to be frequently used by the driver while delivering.
3.7	Instruct driver to avoid physical contact and keep safe distance (2 meters or 6 feet) with third parties while delivering, sharing personal tools and equipment and reduce time in contact with customers and their personnel.
3.8	Avoid signing delivery papers requirements for customers. If possible use alternative methods, i.e., receipt proof email with pictures from client. If necessary, have customer sign invoices with their own pen (do not share pens), keeping invoice on paper clipboard or holder pad (do not handle paper invoice to customer). Also avoid cash exchange, if possible; if necessary follow "Cash Handling Protocol" for further instructions.
<b>4. Office and Administrative recommendations</b>	
4.1	Avoid meetings and gatherings. If required, meetings should involve only necessary individuals and include 6 or less participants. Always apply physical distancing of 2 meters/6 feet between participants and held in open spaces when possible. If meetings must be held in a room, make sure ventilation is available; in case this is not possible, all participants must wear masks. Please refer to "Person-to-person Meeting Protocol" for further instructions.

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4.2	If possible, rearrange the office spaces to reduce high-traffic areas and allow for the minimum physical distancing between personnel (2 meters/6 feet).
4.3	Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar. Means to clean and disinfect such devices between uses should be provided.
4.4	When using water dispenser, workers must make sure their cup or bottle does not touch or have any type of contact with the device. If the cooler must be touched to provide water, it must be touched using gloves or previously sanitized hands, setting up a sanitizer device next to the cooler. If possible, workers should bring their own cup, water thermos or bottle. Workers shall never share their drinks or cups.
4.5	All personnel using cafeteria facilities should sit 2 meters or 6 feet apart from each other while eating and avoid facing or contact between each other. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. Please refer to "Canteen/Cafeteria/Lunch Area Protocol", for further instructions.
4.6	Washroom modifications - Install physical separation between sinks, and if possible more sinks. Change out taps, paper towel dispensers and garbage cans to hands-free models if possible. If possible, avoid pressurized air hand dryer.
4.7	Keep doors open wherever possible. At main entrance, assign personnel to open doors, if feasible.
4.8	Where touch points like door handles and water dispensers remain, paper towels are provided to allow users avoid skin contact and/or install hand gel alcohol-based sanitizers.
<b>5. Canteens and Eating Arrangements. For further information, please refer to "Canteen/Cafeteria/lunch area Protocol".</b>	
5.1	The workforce may be required to stay on site once they have entered it and not use local shops. The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home. Whenever required, provide individual packaged drinks and meals.
5.2	Where catering is provided on site, it should provide pre-prepared and wrapped food only.
5.3	No food sharing shall be permitted on the jobsite until further notice, i.e., donuts, pizza, buffets, etc.
5.4	Dedicated eating areas should be identified on site to reduce food waste and contamination
5.5	Break times should be staggered to reduce congestion and contact at all times, guaranteeing proper physical distancing considering the space available in the areas.
5.6	Hand cleaning facilities or hand sanitizer should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
5.7	Workers should sit 2 meters (or 6 feet) apart from each other whilst eating and avoid facing each other and contact between each other.

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5.7.1	Reusable Crockery, eating utensils, cups etc. should not be provided to avoid lack of proper hygiene measures; unless they are owned by the worker and a proper station is provided to clean the utensils with detergent by the worker itself.
5.8	Drinking water should be provided with enhanced cleaning measures, as stated previously with water coolers and proper hygiene procedures in place.
5.9	Tables should be cleaned and disinfected between each use.
5.10	All trash should be put straight in the bin and not left for someone else to clear up.
5.11	All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
<b>6. Instructions for personnel movement to/from jobsite (Please refer to "Home-work-home Commuting Protocol" for further instructions)</b>	
6.1	If possible, ask personnel to commute avoiding public transportation. If public transportation is required, maintain safe physical distance and use facemasks at all times. Avoid touching your face after touching handrails, door knobs, or any other surface; wash or sanitize your hands immediately after getting off public transport.
6.2	Encourage employees to bring food from home and organize schedules for breaks and lunch, avoiding overcrowding and group gatherings. Apply staggered lunch periods. If possible, assess food providers for your workers, and offer reliable alternatives, after reviewing their preventive protocols to handle food and delivery.
6.3	Instruct personnel to change work clothes before leaving work, if feasible. Also, wash clothes in hot water with laundry soap when arriving home. Leave shoes outside or at entrance, better if soles are sprayed or passed thru mat or tub with sanitizing solution.
<b>7. Your Vehicle</b>	
7.1	Maintain cleanliness and hygiene in the cab, clean and disinfect the steering wheel, door handles, frequently used levers and buttons, seats and in general anything you usually touch with your hands.
7.1.1	Truck cabins should be cleaned after every shift or every time when entering the cabin. Spray shoe soles with chlorine solution every time when entering the cabin. If using cleaning crew, train and equip them appropriately including posting a "This cabin has been sanitized" card or sign.
7.1.2	Clean vehicle frequently to include discharge controls, clamps & clips, and other ancillary equipment where possible.
7.1.3	When cleaning the cab, it is advisable to let it ventilate (10 minutes).
7.1.4	If sharing a vehicle, before handing over for the next shift, disinfect the keys, cab, door handles, etc. and any other items that have been assigned for your work.
7.2	When driving, keep windows half open for ventilation.
7.3	Try to have disinfectant gel available.
7.4	Do not operate or board equipment that has not been specifically assigned to you.
<b>8. COVID-19 Site Coordinator</b>	



<b>IX. Operations</b>	
8.1	Please refer to "COVID-19 Site Coordinator Procedures" for further information.

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