

## Safety Toolbox Talks Protocol

<b>CEMEX Protocol</b>	CEMEX COVID-19 for <b>performing and participating in safety toolbox talks</b> due to ongoing measures related to COVID-19 scenario.
<b>Purpose of the Protocol</b>	This protocol provides a recommended preventive measures for maintaining and performing health and safety talks meetings during a Pandemic scenario of COVID-19.
<b>Who does this protocol apply to</b>	This protocol applies to all CEMEX's Operations. The Plant RRT/managers/employees should take responsibility for implementing it.
<b>Disclaimer</b>	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.

<b>I. Execution of safety toolbox talks in operational areas</b>	
1.	People attending the meeting must wash their hands thoroughly as per WHO recommendations before entering the room or area. Ensure the room/area has a sanitizing kit for hand hygiene.
2.	Consider holding the toolbox talks outdoors and depending on the space available, limit the number of attendees to guarantee physical distancing of 2 meters (6 feet), preventing face-to-face positioning, and placing attendees in diagonal formation.
3.	If possible, use a megaphone or speaker with microphone to make sure the message is heard by large groups in open spaces.
4.	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 managed by the supervisor responsible of delivering the toolbox talk.
5.	Whenever possible, use technological communication tools to transmit the topics that need to be covered daily; such as group phone calls, videoconference or WhatsApp groups by sending links and videos with the material that must be promoted, or post the information in bulletin boards, ensuring weekly updates.



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7.	Make sure to include at least once a week updated material on COVID-19 and remind assistants on the preventive measures that should be applied at home and at the workplace.
8.	<p>If the toolbox talk 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.</p> <p>Make sure ventilation is available by keeping doors and windows open and avoid handling doorknobs. Maintain, as much as possible, natural ventilation of the area.</p> <p>In case this is not possible, all participants must wear masks. Please refer to "Meeting Protocol" for further instructions.</p>
9.	COVID-PPE (masks, gloves and eye protection) should be worn in closed areas/rooms with no natural ventilation, respecting 2-meter (6 feet) physical distance recommendations.
10.	Encourage participants to cover their face with the bend/crook of their elbow or a disposable tissue if they cough or sneeze. Supply tissues and closed bins for disposal.