

Arrival at Site Protocol

CEMEX Protocol	Protocol for screening workplace upon arrival at any site due to ongoing measures related to COVID-19 scenario.
Purpose of the Protocol	This protocol provides recommended preventive measures for screening at the workplace during a Pandemic scenario of COVID-19, and measures that should be taken upon employee, contractor or any other person's arrival at the site.
Who does this protocol apply to	This protocol applies to every CEMEX employees and contractors. The Plant RRT/managers/employees should take responsibility for implementing it.
Disclaimer	This guideline was prepared by CEMEX based on the recommendations of several construction associations, health authorities including the World Health Organization (" WHO "), external consultants and the experience of the CEMEX worldwide teams. CEMEX is not responsible for the result of the implementation of the guidelines 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. Access Controls and screening at the entry to a facility	
1.	<p>Suitable personnel, such as receptionists, security, medical staff and site managers, 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.</p> <p>The suitable personnel at the site should screen people for COVID-19 related disease symptoms which can be achieved using different techniques Including a visual inspection, screening equipment (such as non-contact thermometers) and/or questionnaire. Anyone who meets one of the following criteria should not enter the facilities:</p> <ul style="list-style-type: none"> • Fever (higher than 37.3 ° C [99.1° F]) and/or any of these symptoms: cough or shortness of breath. • Is a vulnerable person (by virtue of age, underlying health or clinical condition and pregnancy) • Is living with someone in self-isolation or a vulnerable person.

I. Access Controls and screening at the entry to a facility	
	<p>If any individual at the reception area or anywhere in the workplace has fever or respiratory symptoms or any two other symptoms on the previous checklist, then s/he should be instructed to wear a facemask immediately and direct him or her to the isolation room. In the case of vendors or visitors, they could be asked to return when they are healthy.</p> <p>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 frequently. Employees must keep on-site medical services informed, and with their authorization, they may return to work when they are free of fever (below 37.3 ° C [99.1° F] using an oral thermometer), and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).</p> <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 [99.1° F] the person will not be allowed to enter the facility and will be requested to seek medical attention as established by local health authorities.</p> <p>If confirmed as COVID-19 positive; such individuals are required to follow the recommendations of the local health authorities and may not return to work until given approval by the proper authority and/or on-site medical/HR personnel.</p>

II. Employee, contractors and visitors screening	
1.	<p>Identify suppliers, prices, stocks, delivery lead times and/or stock on face masks, disposable gloves, liquid soap, disposable towels, and tissues. Assure adequate levels of inventory.</p> <p>Provide tissues and no-touch disposal receptacles, along with no-touch hand sanitizer units to be used by employees, at the entrance and other several high traffic areas in the facility; if possible, include it in conference/meeting rooms.</p> <p>Prepare and/or publish local communication campaign materials (e-mails, printed materials).</p> <p>Notify all personnel by posting notices/posters at all entry points and other areas where it is likely to be seen, advising employees and visitors, not to enter if they have pandemic-related disease symptoms and encouraging staying home when sick. Also, cough and sneeze etiquette, and hand hygiene.</p> <p>Stockpile and/or distribute adequate masks for personnel, visitors, vendors and reception, security and HR personnel in contact with the public.</p> <p>Draw up a list of critical vendors that will need to continue contact with local offices during outbreak periods such as mail, package delivery, security, housekeeping, repair people.</p> <p>Limit visitors to the minimum necessary.</p>

II. Employee, contractors and visitors screening

Assess the access and availability of medical services for employees and reinforce as necessary, i.e. quick medical evaluation by doctors. If necessary, identify external doctors.

Establish an isolation room close to the reception area with close-by communications, stocked with masks (inside and outside the room entrance), tissues and a hand sanitizer and dedicated to this purpose only.

If an employee is confirmed to be infected, the individual or its supervisor should inform the local doctor, HR, H&S or Security Team, the possible infection in the workplace but maintain confidentiality. Employees exposed to a co-worker with confirmed infection should also inform their supervisor, local doctor, HR, H&S or Security Team on how to conduct a risk assessment of their potential exposure.

Where an employee has been asked to stay in a designated isolation room at the site/office, a doctor (wearing appropriate personal protective equipment) should perform a medical evaluation, or arrangements to be picked up by an ambulance should be made, especially if the individual is too ill to leave the site/office. In any case please notify your local HR of any suspected or confirmed cases.

If the employee or visitor is able to leave the office on their own, s/he should avoid public transport when leaving the facility. Whether a family member or third person picks them up or public transportation is used, the employee or visitors should wear a face mask to minimize the exposure of other individuals.

The employee’s workstation should be cleaned and disinfected, along with any public areas where s/he has spent significant time.

The employee’s contacts in the company should be notified. Contacts include those individuals with close contact since the time that the individual started to develop flu symptoms, as well as the preceding days.

If the pandemic affects large numbers of people across the country, it will not be effective as a strategy to contain the pandemic and may, therefore, be dropped.

If necessary, close required facilities until a determination has been made that there are no more infections.