

## Home-Work-Home Commuting Protocol

<b>CEMEX Protocol</b>	Protocol for Commute to work and general mobility due to ongoing measures related to COVID-19 scenario.
<b>Purpose of the Protocol</b>	This protocol provides a recommended preventive measures for commute to work and general travelling during a Pandemic scenario of COVID-19, and measures that should be taken upon employee, contractor or any other person when travelling
<b>Who does this protocol apply to</b>	This protocol applies to all CEMEX's employees and contractors. 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>III. Commuting to and from work</b>	
1.	If a person needs to go to work (where deemed essential) then they must wear clean clothes and it is recommended they also thoroughly clean themselves (i.e. take a shower). It is recommended they take spare clean clothes with them in a separate bag to change into once the shift has ended.
2.	Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport: <ul style="list-style-type: none"> <li>g. Journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>h. Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey</li> <li>i. Wash their hands for 20 seconds using soap and water or hand sanitiser before entering and after getting out of the vehicle</li> </ul>
2.1	The vehicle should be cleaned regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces
3.	Whenever possible, use other means of transport to avoid public transport like cycling or walking.
3.1	Where public transport is the only option for workers, consider:

<b>III. Commuting to and from work</b>	
	<ul style="list-style-type: none"> <li>a. Changing and staggering shift hours to reduce congestion on public transport and the workplace entrance. Avoid using public transport during peak times</li> <li>b. Implement long-hour shifts to reduce weekly commuting.</li> <li>c. How someone ill or suspected ill would get home, ie. arrange private transportation seating alone at back seat and both driver and passenger both weaing face masks, and sanitizing back seat area after use.</li> </ul>
4.	Parking arrangements for additional vehicles and bicycles in parking lot should be considered
5.	Use of hands sanitizing should be enforced before entering to the facility. For more information refer to <b>Access Control Protocol</b>
6.	<p>When arriving home, follow the next procedures:</p> <ul style="list-style-type: none"> <li>a. Do not touch anything when entering the house, until disinfected.</li> <li>b. 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. If possible, leave should outside the door, and use only one pair of shoes to go to work.</li> <li>c. Remove clothing and wash with detergent or leave in a bag for separate washing.</li> <li>d. Leave a tray at the entrance to put bags, wallets and keys.</li> <li>e. Disinfecting the cell phone is essential as it is something that is used every day and at all times.</li> <li>f. It is also important to clean the surfaces of the house that may have been in contact with something that has come from outside.</li> <li>g. Once you have finished all of this, wash your hands again with soap.</li> </ul>