

## COVID-19 Site Coordinator Responsibilities

<b>CEMEX Protocol</b>	<b>CEMEX COVID-19 Site Coordinator – Responsibilities Guidelines</b>
<b>Purpose of the Protocol</b>	COVID-19 Site Coordinators are responsible for supporting line managers with the implementation of all procedures adopted by CEMEX that are applicable to the site (indoor and outdoor) in connection with COVID-19.
<b>Who does this protocol apply to</b>	The following recommended procedures are based on what is currently known about the Coronavirus (COVID-19) disease. As this issue progresses or recedes, we strongly recommend you stay current with your national or regional guidance and immediately implement the most current best practices and procedures to protect the safety and health of your employees, trade partners, clients and the general public.
<b>Disclaimer</b>	Copyright ©2020 Cemex Innovation Holding AG.  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.

<b>COVID-19 Site Coordinator Responsibilities</b>	
1	Ensuring that a minimum of two (2) meters / six (6) feet physical distancing is maintained throughout the facility by employees, contractors and visitors, by:
1.1	Limiting gatherings of any size;
1.2	Minimizing personal interactions with contractors or other third parties picking up or delivering materials or equipment and encouraging the same to remain in their vehicles while on-site. Do not allow access to non-essential visitors
1.3	Identifying and taking action to eliminate any “choke points”, "high density areas" and “high-traffic areas” where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses; and
1.4	Discussing alternatives, such as staggering schedules, with the plant manager or supervisor, if applicable.
2	Instructing personnel on the appropriate use of personal protective equipment (PPE), such as gloves, goggles, face shields and face masks for the activity being performed and reminding personnel to not share PPE.
3	Maintenance of sufficient washing stations;

4	Daily checks of inventories to promptly inform the appropriate procurement personnel of any shortages of cleaning supplies, including washing stations, soap and/or hand sanitizer, and shortages in Personal Protective Equipment (gloves, face masks, face shields, etc). Verify installation of easily accessible disinfectant gel dispensers for staff, visitors, suppliers, and customers.
5	Reporting any need for additional area cleaning to supervisor.
6	Discontinuing, until properly cleaned, the use of any workspace, vehicles, tools and equipment used by an employee that is sent home due to illness, is quarantined due to confirmed COVID-19 or COVID-19 like symptoms.
7	Ensuring vendors/suppliers have taken steps to address proper handling and cleaning of the facility, vehicles, equipment, tools, uniforms and other personal equipment.
8	Discouraging employees sharing, without first cleaning and disinfecting before and after use, items with other employees, such as phones, kitchen/break room supplies, desks, offices, tools and equipment.
9	Posting, in areas visible to all employees, the Global COVID-19 Alerts, weekly COVID-19 newsletter, hygienic practices and physical distancing recommendations, including those materials enclosed with this guidance.
10	Requiring and constantly reminding anyone to stay home if they are sick and escalating to the local Human Resources and Health & Safety managers any instances in which someone is staying home or is leaving work due to feeling ill.
11	Instructing employees to inform their supervisor or local Human Resources manager if they have a sick family or household member at home with COVID-19.
12	Maintaining a daily attendance log of all workers and visitors and, where implemented, ensuring the temperature screening process is being properly applied.
13	Any other procedure adopted by CEMEX in connection with COVID-19.
14	Recording findings from inspections in Intellex at the determined/agreed frequency, depending upon the site scale and complexity and whether there are increased needs, because of the contagion rate in local society