



OUR PROTOCOLS BEHAVIOURS THAT SAVE LIVES

Driver

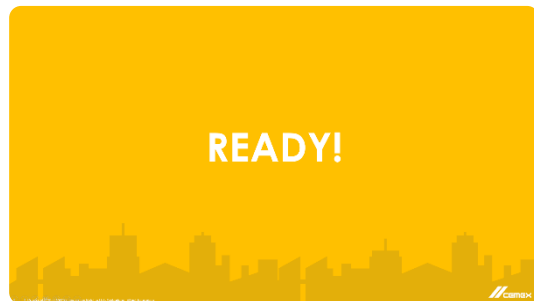


Welcome to your Playbook

At CEMEX we care about your Health and Safety and have built this Playbook with a simplified version of the most relevant Health and Safety Protocols that address COVID-19, according to the type of work you perform.

You will find different **PLAYS** conformed by **a set of actions** for you to embrace in order to keep yourself and others safe and healthy throughout your day.

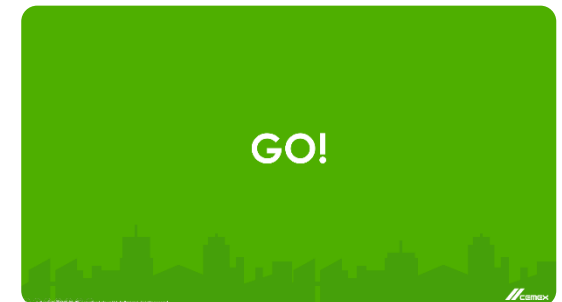
Your Playbook is structured for you to navigate it easily:



Familiarise yourself with critical **day-to-day moments** and the **Behaviours that Save Lives**



Understand other key **behaviours** you are expected to carry out



Check the **actions you need to perform** to remain healthy

READY!

PLAY #1

Identify

the behaviours
that save lives

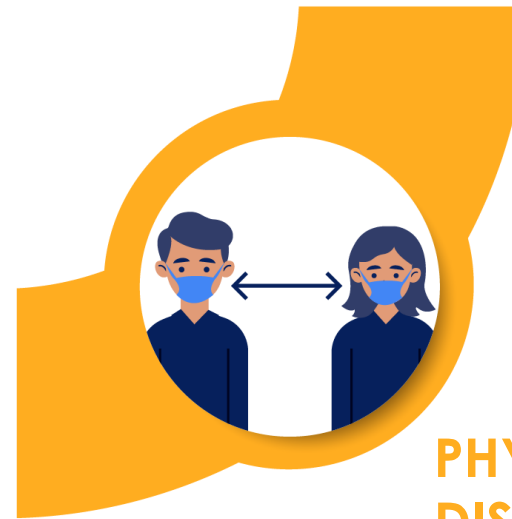
**IDENTIFY SYMPTOMS
AND INFORM**



**PERSONAL
HYGIENE**



**PROTECT YOURSELF
AND OTHERS**



**PHYSICAL
DISTANCING**

PLAY #1

Identify the behaviours that save lives

IDENTIFY SYMPTOMS AND INFORM



Prevent contagion by isolation



Cooperate with screening procedures



Feeling ill? Call for help

PERSONAL HYGIENE



Wash your hands often



Avoid touching your face



Keep your workplace clean



Cough and sneeze properly

PHYSICAL DISTANCING



Maintain a safe distance from others and avoid handshakes



Avoid groups and crowded spaces



Work remotely as much as possible



Avoid non-essential public transportation

PROTECT YOURSELF AND OTHERS



Use a facemask and other recommended Personal Protective Equipment as required



Avoid sharing personal items. Bring your own food and drink to work



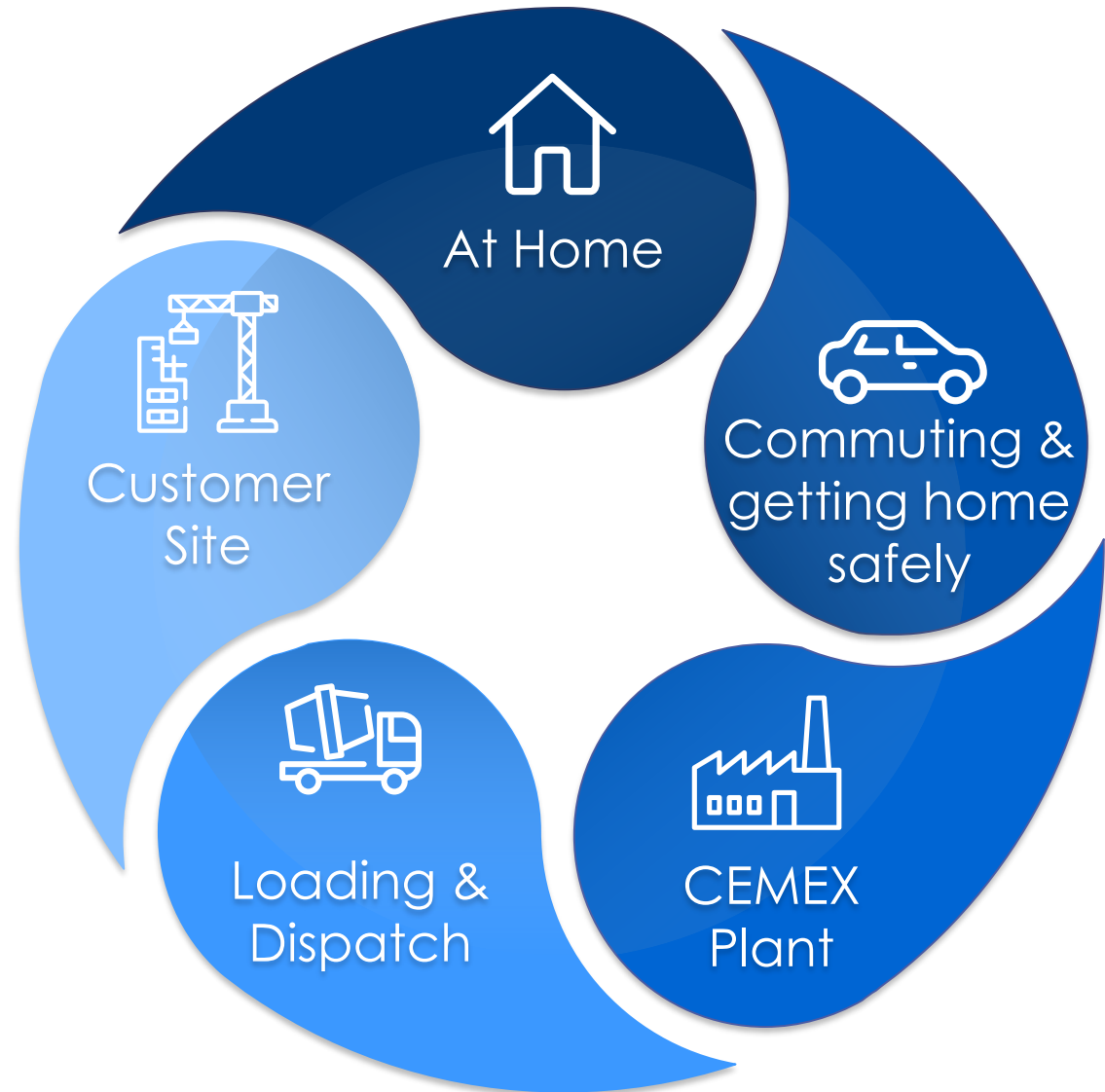
Remain in your vehicle as much as possible when commuting or delivering



Keep your team safe. Make sure they understand and adopt these behaviours

PLAY #2

Acknowledge critical day-to-day moments



SET!

PLAY #3

Take care of your family **at home**



Take care of your family at home

Everyone at your home should be trying to follow these measures as much as possible



At Home

STAYING AT HOME



Physical Distancing

- Stay connected with friends and extended family by using technology such as phone, internet, and social media.
- Use telephone or online services to contact your doctor or other essential services.



When to Wash Your Hands

- When arriving home (i.e. from supermarket or drugstore).
- After blowing your nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- Before and after providing routine care for another person who needs assistance.

Take care of your family at home

Only leave home when it is necessary (to buy food or collect medicine, for exercise, emergency etc. – in line with government guidelines)*



At Home

GOING OUT FROM HOME



Before Going Out

- Wash your hands before and wash them again after touching any object or surface to protect yourself.
- Bring hand sanitiser gel with you.



While You Are Out

- Follow recommendations of physical distancing: no kissing, no handshake, no hugging and stay at least 2m or 6ft away from other people.
- Avoid crowded places & public transportation, ridesharing or taxis. If inevitable, wear facemasks, sit alone diagonal & behind the driver of a taxi or alone in a 2-seat bus placement.
- Use stairs, rather than elevators.
- Do not share glasses, cups, eating utensils, food, cellular phones, pens, notepads, personal protective equipment and/or any working tools.
- Use credit, debit or electronic means to pay, then wash your hands or disinfect with alcohol-based rub after that & clean or disinfect credit or debit cards.

*If there is any official mobility restriction (as a curfew), all the instructions of the government must be followed

Take care of your family at home



At Home

SOMEONE WITH SYMPTOMS



Developing COVID-19 Symptoms

- Stay home for a period of 14 days, enough to cover incubation period of the disease to make sure the person is not infected with the pandemic-related disease.
 - Be sure to get care if you feel worse or you think it is an emergency.
- Stay away from others as much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available.
- Limit contact with pets & animals just like you would around other people.

Staying at Home

You'll need to stay at home if you have symptoms of coronavirus (COVID-19) or live with someone who does without Staying at home means you should:

- Not go to work, school or public areas.
- Not use public transport or taxis.
- Not have visitors, such as friends & family, in your home.

You can use your garden, if you have one.

*If there is any official mobility restriction (as a curfew), all the instructions of the government must be followed

PLAY #4

Commute and get home safely





Commute safely to work

RECOMMENDATIONS



Personal Hygiene

- Wear clean clothes & it is recommended to thoroughly clean yourself (take a shower).
- If possible, use your own transport.
- Clean your vehicle using gloves & standard cleaning products on handles and areas where passengers may touch surfaces.
- Whenever possible, use other means of transport to avoid public transport like cycling or walking.



Sharing Transport

- Avoid sharing transport as far as possible, except with members of your household
- Share your vehicle with the same individuals and with the minimum number of people at any one time.
- Maintain good ventilation keeping the windows open and face away from each other during the journey.
- Wash your hands for 20 seconds using soap and water or hand sanitiser before entering and after getting out of the vehicle.



Using Public Transport

- Changing and staggering entry/exit hours to reduce congestion on public transport and workplace entrance.
- Avoid using public transport during peak times.

Commute safely to work



ON-ROAD MEASURES



Tolls & Gas Stations

- When using toll highways/roads and/or gas and service stations make sure you clean and sanitise your hands after receiving the toll tickets and/or money. If possible, use contactless technology such as pre-paid or contactless card or toll applications.
- If feasible, remain in your vehicles. In case you need to exit the cabin, use proper COVID-19 related PPE as appropriate.
- Avoid crowds and guarantee physical distancing of 2 metres (6 feet), preventing face to face positioning with others, sharing tools or equipment, and reduce contact time.
- Maintain proper cleaning inside the vehicle cabin by cleaning and disinfecting the frequently used steering wheel, levers and panels. When cleaning the cabin, it is advisable to let it ventilate for ten minutes.

Rest Areas and Food Services

- When using rest areas, or food services make sure you clean and sanitise your hands after using cash and if feasible, use contactless debit/credit cards.
- Identify and select proper rest areas; review national and regional guidelines.
- Select and use only rest areas which guarantee sanitisation protocols for rooms and services.
- If feasible, use pre-prepared meals and refillable drinking bottles from home, individual packaged drinks and meals.

Commute safely to work



ON-ROAD MEASURES



Breakdowns

- Always proceed following the basic safety criteria and known guidelines. Safety first. Ensure you are visible for other drivers or vehicles. Contact your coordinator and company as per required.
- Avoid interactions with other people who are not using proper COVID-PPE according to the local health authority. This could include, but not limited to face masks, face shields, hand sanitisers.
- Exchange of any devices should be prohibited. If necessary, make sure of proper cleaning and disinfecting prior and after its use.
- Avoid crowds and guarantee physical distancing of 2 metres (6 feet), preventing face to face positioning with others, and reduce contact time.

Driving and Vehicle Maintenance

- If possible, while driving keep windows half open for ventilation.
- 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.
- Clean vehicle frequently to include discharge controls, clamps & clips, and other ancillary equipment where possible.
- Do not operate or board equipment that has not been specifically assigned to you.
- Try to have disinfectant gel available.

Getting home safely

Besides applying the exact same measures indicated in the Commuting to Work section consider the following recommendations



Getting
Home Safely

WHEN GETTING HOME FROM WORK



Personal Hygiene

- Wash your hands following the proper technique as soon as you get home and avoid touching anything before you do it.
- Take off your shoes and leave them in a separate place.
- Remove clothes and wash them as soon as possible.
- Disinfect your cell phone as often as possible.
- Clean the surfaces of the house where you have placed something that has come from the outside.
- Once you have finished previous steps wash your hands again with soap.

PLAY #5

Behave safely at work



Behave safely at work

AT THE ENTRANCE



Shift Handover

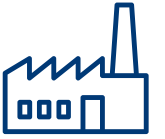
- Before your entry to the office or workplace, make sure you apply the personal cleaning / hygiene protocol, Always respect the physical distance of 2m and avoid physical contact while carrying out the handover activities. Such handover activities involve verbal communication between shifts but where documentation review/exchange is required then writing equipment must not be shared.
- Disinfect your workplace and tools. (Telephone, keyboard, screen, mouse, desk, cell phone, radio and chair, among other).
- Do not use Personal Protective Equipment that is not assigned to you. Sharing any PPE is not permitted.
- Carry out the handover outside if possible but where this isn't possible then ensure sufficient ventilation by opening windows and doors.



In Case of Presenting Symptoms

- Anyone at reception area with a fever, respiratory symptoms or any 2 other symptoms on the previous checklist, will be asked to return home immediately
- If an employee is confirmed to be infected, the individual or its supervisor should inform HR Team of their possible infection in the workplace but maintain confidentiality.
- Employees exposed to a co-worker with confirmed infection should also inform their supervisor on how to conduct a risk assessment of their potential exposure.

Behave safely at work



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AT WORK PREMISES



When Handling Documents

If a physical exchange of documentation / paperwork cannot be avoided:

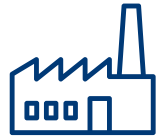
1. Assign a tray to deposit paperwork, separated 2 metres from an individual workstation
2. Wash hands entirely often (including nails and back of hand) with soap and water for at least 20 seconds after exchanging/ touching paperwork



Food, Beverages & Common Areas

- Bring your own food and drinks to work to avoid standing in lines or touching unnecessary surfaces
- Before and after using a rest area, kitchen or employee lounge wash your hands thoroughly, following the personal hygiene recommendations
- Put trash straight in the bin and not left for someone else to clear up
- Those using changing and locker rooms areas must wash their hands thoroughly before entering the room or area.
- Do not pass clothes between each other for any reason.

Behave safely at work



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MEETINGS



In-Person Meetings

- Face-to-face meetings & meetings with visitors/3rd parties during COVID19 period should be avoided whenever possible.
- Use alternative contact and technological communication tools, such as: group phone calls, group WhatsApp, e-mails, videoconference, digital collaboration tools.
- If a face-to-face meeting is essential, make sure it is done in a well-ventilated area, respecting physical distance & wearing face mask. It should be held with a small group of people (e.g. no more than 6 people) depending on the size and characteristics of the room and preferably on an open space environment.
- People attending the meeting must practice personal hygiene and maintain physical distance of 2 metres, preventing face to face positioning.



Identify Symptoms and Inform

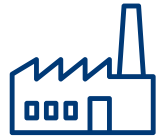
- Always be aware of other people, particularly your team and know how to detect symptoms and when to call for help.
- You should always be prepared to identify and report any potential infection.
- You can do it by informing your local HR Department or do it online in a dedicated report channel that has been activated by CEMEX ETHOS Line in [this link](#)



Safety Toolbox Talks

- Consider holding the toolbox talks outdoors and depending on the space available, limit the number of attendees to guarantee physical distancing.
- If possible, use a megaphone or speaker with microphone to make sure the message is heard by large groups in open spaces.
- Wear COVID-PPE in closed areas/rooms with no natural ventilation, respecting 2-metre distance.
- During the talks you should cover your face with the bend/crook of their elbow or a disposable tissue if they cough or sneeze. Supply tissues and closed bins for disposal.

Behave safely at work



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AT WORKSHOPS AND TOOL ROOMS



Team Tasks

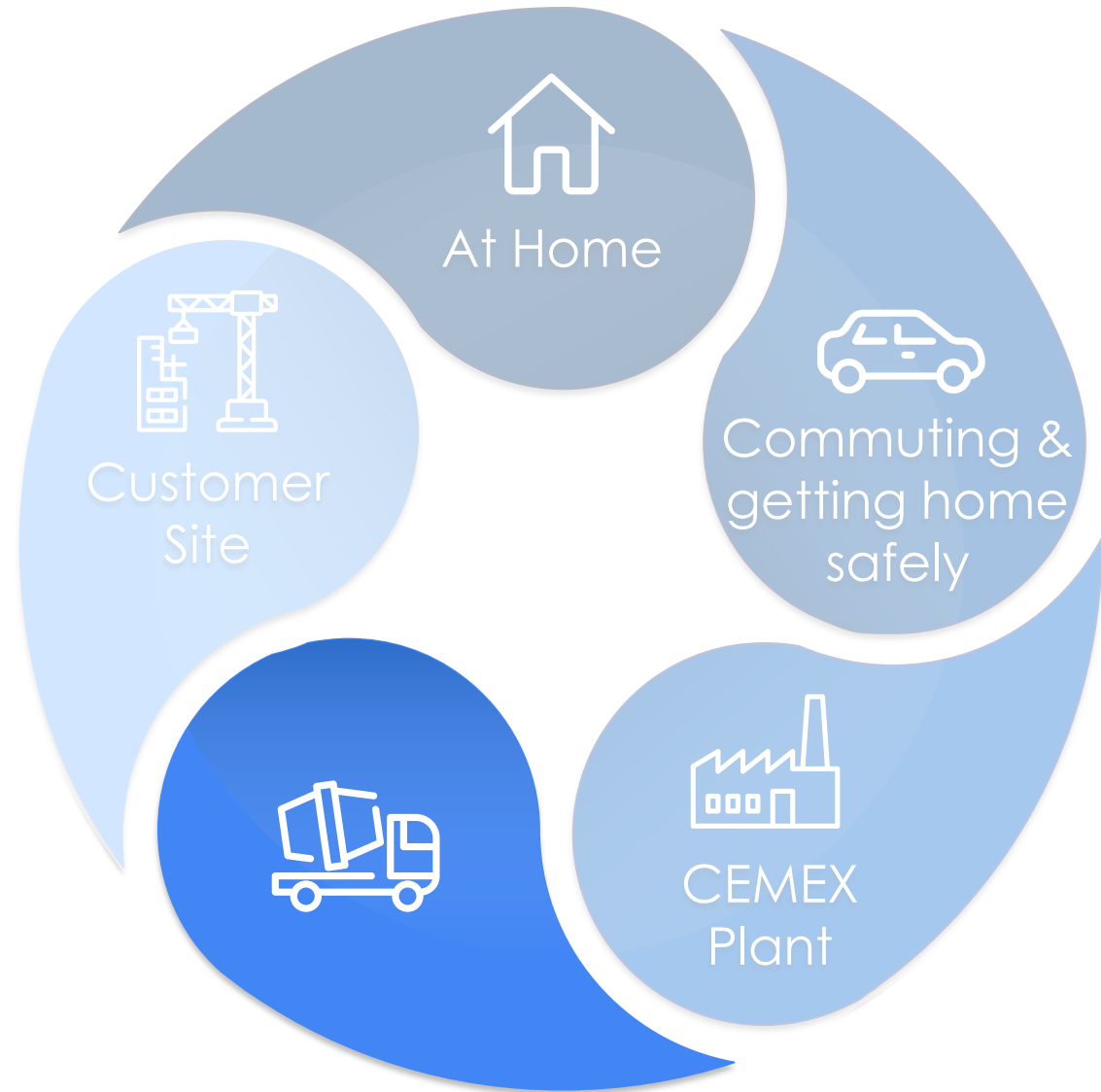
- If a physical task is essential or necessary, make sure it is done in a well-ventilated area, respecting physical distance and wear COVID-PPE.
- All personal protective equipment must be disinfected upon completion of activities and should not be shared with other colleagues.
- Exchange of personal tools or devices should be avoided.
- All areas on site potentially infected by a confirmed or probable case require to be blocked from access until the area is properly cleaned and disinfected.

Toolrooms

- Notify contractors, vendors and visitors to avoid physical contact.
- Respect physical distance of 2 metres and if necessary, wear COVID-PPE (masks), prevent face to face positioning with others, sharing tools or equipment, and reduce contact time.
- Clean and disinfect workplace and environmental surfaces: remove dirt and use disinfecting products.
- Surfaces that are frequently touched with hands should be cleaned often.
- Use and sanitise devices and equipment where the electrical, pneumatic or other tools, are being used by different shifts

PLAY #6

Load & dispatch safely



Load and dispatch safely

WAREHOUSE AND DISPATCH AREAS



Operating Vehicles

- 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.
- Whenever entering the cabin it is recommended if possible, to wash/sanitise hands.
- Truck cabins should be cleaned after every shift. when cleaning the cab, it is advisable to let it ventilate (10 minutes).
- If sharing a vehicle, before handing over for the next shift, disinfect the keys, cab, door handles, and any other items that have been assigned for your work.
- When driving, keep windows half-open for ventilation.



Recommended Measures

- Reduce and if possible, eliminate any skin-to-skin contact or hands-on-product in the operation, using mechanical means of handling products.
- Forklifts, machinery or lifting equipment should be properly disinfected after finalising every shift and the user should be responsible for performing this task, provided all cleaning products. (i.e. keys, steering wheel, door handles, frequently used levers and buttons, seats and in general anything you usually touch with your hands, etc.)
- Clean machinery frequently to include discharge controls, clamps & clips, and other needed equipment where possible.
- Drivers should always remain in the cab and the number of trucks in a loading area should be kept to a minimum.

PLAY #7
Take care

at the customer site



Take care at the customer site



Customer
Site

WHEN DELIVERING PRODUCT



Delivering Product

- Delivery zones should be clearly identified and limited to receivers and deliverers only.
- While receiving materials, remain in your vehicle where possible.
- If you must participate in the process of unloading goods and materials, comply with proper physical distance, wear COVID-PPE, and wash your hands with alcohol-based sanitiser prior and after this activity.
- Avoid sharing personal tools and equipment and try to reduce contact time.

General Measures

- Always use a hands-free device to attend cellphone calls where safe and legally allowed, to avoid contact of your cellphone with your face. Frequently disinfect your cellphone and protective case with an alcohol-based solution.
- Frequently clean and disinfect your vehicle, specially parts of frequent hand contact, such as seat, door handles, steering wheel, shifting gear and control panel.
- Do not offer rides or accept any additional passengers in your vehicle.

Take care at the customer site



Customer
Site

VISITING A CUSTOMER



Meeting a Customer

- At arrival and after concluding a meeting, always wash your hands thoroughly, as established in protocol and/or apply alcohol-based gel.
- Break the ice with gestures and kind words from a distance, reminding the current preventive measures to prevent them and you of possible contagion.
- Consider physical distance recommendation of 2-metre separation and always in an open space or areas with natural ventilation.
- Avoid greetings with skin contact such as handshakes, hugs, etc.
- If the recommended physical distancing is not possible, all attendees should wear facemask, covering mouth and nose and not touching any surface or face, without disinfecting previously by washing hands or applying alcohol-based gel.



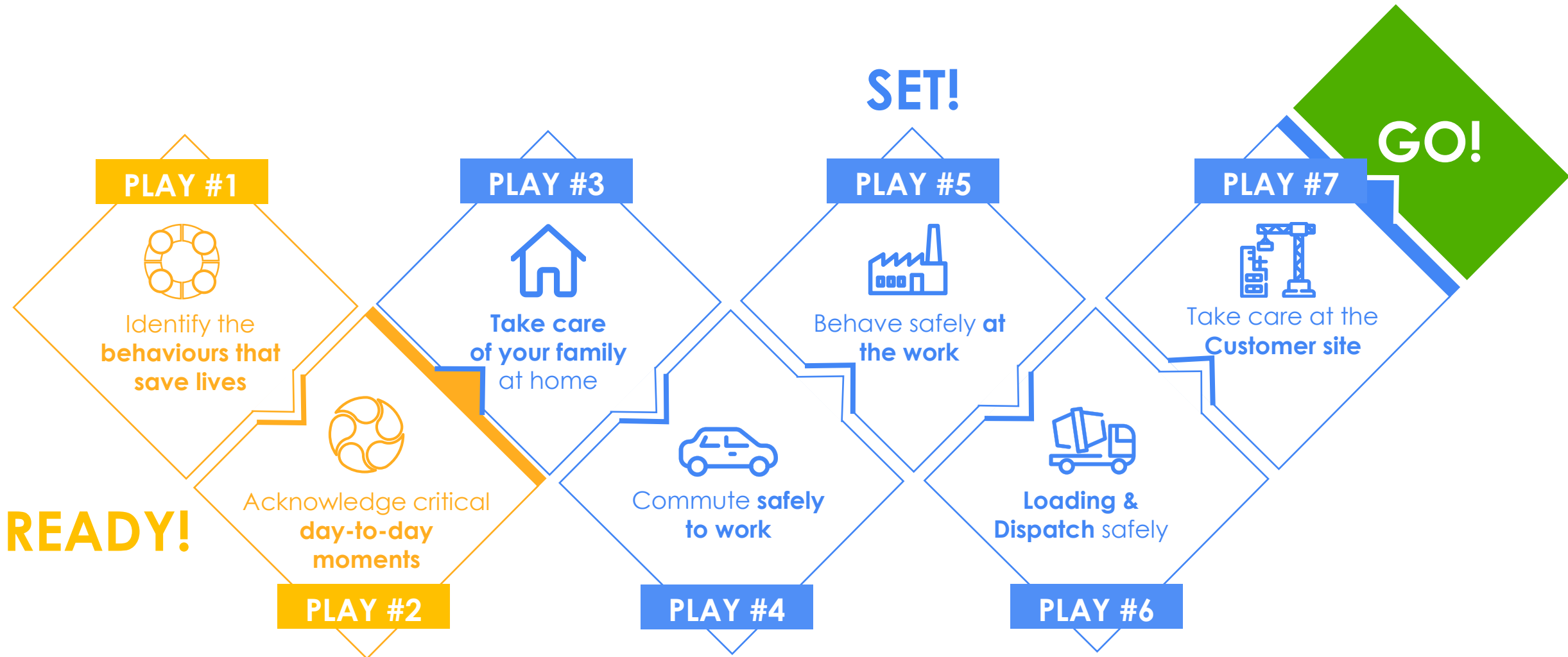
Handling Documents

Promote electronic transactions and documents. In case an exchange of document or check is required, follow these procedures:

- Ask the content to be placed in a closed envelope, prior receiving a picture or scanned document of the content.
- Always carry envelopes, folders or plastic bags to be prepared if customer has not followed the advice.
- Place packages, documents or papers in a plastic container or box inside your vehicle.
- Disinfect container properly after processing the documentation and/or properly dispose envelopes and cardboard boxes or plastic bags.
- Always wash your hands or disinfect them with alcohol-based gel after manipulating or touching documents, doorknobs, chairs, desks or any other device in customers premises.

GO!

Check the PLAYS regularly to make sure you embrace the necessary actions to remain healthy & safe



Take a print screen of the behaviours that save lives and refer to them frequently

IDENTIFY SYMPTOMS AND INFORM

- Prevent contagion by isolation
- Cooperate with screening procedures
- Feeling ill? Call for help

PROTECT YOURSELF AND OTHERS

- Use a facemask and other recommended Personal Protective Equipment as required
- Avoid sharing personal items. Bring your own food and drink to work
- Remain in your vehicle as much as possible when commuting or delivering
- Keep your team safe. Make sure they understand and adopt these behaviours



PERSONAL HYGIENE

- Wash your hands often
- Avoid touching your face
- Keep your workplace clean
- Cough and sneeze properly

PHYSICAL DISTANCING

- Maintain a safe distance from others and avoid handshakes
- Avoid groups and crowded spaces
- Work remotely as much as possible
- Avoid non-essential public transportation



THANK YOU