

## COVID-19 Update for UK Employees | 01/10/2021

### Updated Guidance for Meetings

Additional guidance for face-to-face meetings has been communicated across our EMEA Region. Key to this guidance is the reminder that face-to-face meetings should preferably be kept small and for business critical/essential reasons only. Large gatherings/events should be avoided as much as possible.

Where face-to-face meetings are required, please take into account the Regional guidance below:

- If the meeting is considered essential (business critical), make sure it is organised in a well-ventilated area, preferably an open space, respecting physical distance with a “Mask and Move” approach
- Meetings of more than 10 people require approval by the relevant RRT member
- Attendees should carry out a lateral flow test before travelling to the meeting and not attend if they have any symptoms, or are a close contact of someone who has tested positive
- People attending the meeting must wash their hands thoroughly at regular intervals
- Ensure the room/area has a sanitising kit for hand hygiene and disinfecting wipes
- Avoid any physical contact
- Exchange of pens or pencils, or electronic devices should be avoided.
- Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins for disposal
- In case calls must be attended while interacting in meetings, it is recommended to use a hands-free device or speaker to avoid contact of the phone to the face
- If the meeting is held in a room, make sure proper cleaning and disinfecting of the area where people have direct and constant contact prior and after completing the session. Make sure ventilation is available by keeping doors and windows open and avoid handling doorknobs
- The use of a CO2 monitor to help determine when ventilation levels need to be increased is encouraged
  - Note: CO2 monitors are only suitable for certain situations, i.e. larger offices and meeting rooms, so should be used strategically. If you are considering purchasing one please liaise with the H&S team in the first instance to ensure correct use
- Where possible, and legally permitted to know, those attending such meetings should be fully vaccinated
- Attendees from other countries should be minimised but where attendance is critical then the appropriate approval routes must be followed



We understand that face-to-face meetings are sometimes needed but please ensure that you are following the Behaviours that Save Lives to keep yourself, your colleagues and your communities safe.

### Employee Assistance Programme

**Free, confidential support and counselling available for all employees**

If you're worried about a work, family or personal issue then the Employee Assistance Programme can help, 24/7.

Support with everything from consumer rights to bereavement, depression & anxiety to childcare.

Visit [www.lifestyle-support.co.uk](http://www.lifestyle-support.co.uk) (username: cemex / password: cemex) or call 0808 1682143



## Flu Vaccine Programme for CEMEX UK Employees

As we approach the colder weather, **we want to ensure as many employees as possible are offered the opportunity to have a flu vaccine.**

This is to support the health & safety of our teams and local communities and help to reduce pressure on the NHS, as numbers of Covid cases and hospital admissions are expected to increase during winter.

As you may know, some employees will be able to receive a vaccine for free on the NHS, because they are deemed to be 'at risk' – for instance those who are pregnant, aged 50 years or older, or have certain medical conditions. If you believe you are eligible for a free flu vaccine on the NHS, visit [here](#) for more information.



For those who are not able to receive a free flu vaccine on the NHS, **CEMEX has confirmed that all employees who** book to have the jab done privately at a convenient location to them, can then recharge the cost to CEMEX (up to £15).

Flu jabs are available from a variety of retailers including Boots, Superdrug, Tesco and Asda. Please keep the receipt for your vaccine and the cost can then be reimbursed through payroll, by emailing the receipt with your details to [gb-hrcentraladmin@cemex.com](mailto:gb-hrcentraladmin@cemex.com)

**CEMEX strongly encourages all employees to have the flu vaccine this year. It is an important way to minimise the risk of illness to both ourselves and those we come into contact with.**

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