Access Control Screening Protocol

CEMEX Protocol	Protocol for screening workplace upon arrival at site due to ongoing measures related to COVID-19 scenario.
Purpose of the Protocol	This protocol provides a recommended preventive measures for screening at workplace during a Pandemic scenario of COVID-19, and measures that should be taken upon employee, contractor or any other person access to site.
Who does this protocol apply to	This protocol applies to all CEMEX´s employees and contractors. The Plant RRT/managers/employees should take responsibility for implementing it.
Disclaimer	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.

I. Access Controls and screening at entry to facility	
1.	Limit visitors to the minimum necessary
2.	Notifying all personnel by posting notices/posters at all entry points advising employees and visitors not to enter if they have pandemic-related disease symptoms. Also, encouraging staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
3.	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. If necessary, identify external doctors. Stockpile and/or distribute adequate masks for personnel, visitors, vendors and reception, security and HR personnel in contact with public.
3.1	Assess the access and availability of medical services for your employees and reinforce as necessary, i.e. (quick medical evaluation by doctors.)
4.	Establish an isolation room close to 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.

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5.	Receptionists, Security or Medical/HR personnel 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.
6	The reception area or Security staff should screen people for COVID-19 related disease symptoms based on a visual inspection, screening equipment and/or questionnaire. Visitors should not enter the facilities if any symptoms are shown or missing some necessary COVID-PPE (COVID-PPE could include gloves, face masks, goggles or a face shield, and gowns).
6.1	Receptionist or Security welcoming visitors should always wear COVID-PPE and wash hands regularly.
6.2	If possible and legally allowed, measure body temperature using a non-contact thermometer. Additionally, review Visitor's health history to identify 'at risk' factors. a. Fever (higher than 37.3 ºC / 99.1 F) and/or any of these symptoms: cough, shortness of breath. b. Is a vulnerable person by virtue of age, underlying health or clinical condition and pregnancy. c. Is living with someone in self-isolation or a vulnerable person.
6.3	If any individual at reception area has fever or respiratory symptoms or any two other symptoms on the previous checklist, then the individual should be instructed to wear a mask immediately and directed to the isolation room.
6.4	Once in the isolation room, a doctor (wearing a propriate disease protection gear) 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 office. In any case please notify your local HR of any suspected or confirmed cases.
7.	If an employee is confirmed to be infected, the individual or its supervisor should inform local doctor, HR or Security Teams of their possible infection in the workplace but maintain confidentiality.
7.1	Employees exposed to a co-worker with confirmed infection should also inform their supervisor, local doctor, HR or Security Team on how to conduct a risk assessment of their potential exposure.
7.2	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
7.3	If the employee or visitors can leave the office on its own, s/he should avoid public transport when leaving building. Whether a family member or third person picks them up the employee or visitors should wear a mask to minimize the exposure of the other individuals.
7.4	The employee's workstation should be cleaned and disinfected, along with any public areas where s/he has spent significant time.
8	All visitors required to sign in/out of the site/office should always use their own pen whenever possible.
9	Use of hands sanitizing should be enforced before checking-in

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10.	If the pandemic affects larger numbers of people across the country, it will not be effective as a strategy to contain the pandemic and may therefore be dropped. In this situation is recommended to close required facilities until a determination has been made that there are no more infections.