

Packaging Area Protocol

CEMEX Protocol	Guidance for business continuity at Packing Area responding to New Coronavirus / Covid-19
Purpose of the Protocol	This protocol provides details and the steps to prevent potential contagion of Covid-19.
Who does this protocol apply to	This protocol applies to all CEMEX Laboratories (Quality Assurance) worldwide. The Plant RRT should take responsibility for implementing it.
Important notes	An evaluation must be done to determine the minimum level of personnel to operate the shift
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.
Prevention Measures.	
1.	<ul style="list-style-type: none"> • Post signs on required COVID-PPE usage. • Encourage the team to discuss and provide any suggestions to make the process safe from spreading of the virus. • Post signs/poster/communications with contact information for employees to request information or report suspected COVID 19 symptoms • Post signs to communicate Hand Washing Procedure • Post signs to communicate Physical distancing requirements • Shifts to be reduced to absolute minimum. Use staggered shifts. • Safety Meetings to be done in designated areas in open air, with clear distancing of 2 meters or six feet. Maximum 5 persons at a time for tool box meeting. • Hand Wash Station to be maintained and available on Loading/Front Gate/Exit to Car Park. • Hand Sanitizer to be installed where handwash sinks are not very close • Cleaning Staff to increase cleaning frequency of washrooms and hand wash stations. • Avoid physical contact, no handshakes and keep a minimum of 2 meter/6 feet distancing.



	<ul style="list-style-type: none"> • Employees and Contractors must wear all PPE, at all time. All personnel must be trained on the proper use, removal and disposal of the COVID-PPE
<p>Cleaning and Disinfecting Working Stations</p>	
<p>2.</p>	<ul style="list-style-type: none"> • Cleaning and disinfecting environmental surfaces are important components of routine infection control. Workplace cleaning and disinfection should follow the same general principles used in healthcare settings: removal of dirt, frequent disinfection and use of a certain set of disinfecting products. • Clean-up surfaces and increase cleaning / sanitizing regimens. Assign responsibility and frequency for disinfecting touch points. This would include (but would not be limited to): Doors in entrance/exiting areas, desk surfaces, chairs (e.g. arm rests), tables, phones, computer keyboards (especially if shared), light switches, handrails, floors and other horizontal surfaces, shared tools and equipment. • The employee should be responsible for cleaning their own areas and possibly common areas nearby. • Forklifts, machinery or lifting equipment should be properly disinfected after finalizing every shift and the user should be responsible of performing this task, provided all cleaning products. Special attention to door handles, steering wheel, shifting gears, panels, seatbelts and any frequently touched surface. • In cases where the packing areas have eating rooms, it is important to avoid sharing cups, dishes, and cutlery and to ensure that they are thoroughly washed with soap and hot water. If possible, use disposables cutlery, cups and dishes. Keep safe distancing and use staggered lunch hours. • Where drivers' waiting room are available, keep a maximum safe-distance occupancy and distribution. Also, these places should have a sanitizing kit for hand hygiene. Driver should be responsible of sanitizing the area before leaving the room. We recommend keeping this space with good ventilation. Garbage collection, and if necessary, storage points, should be increased and emptied regularly throughout each day.
<p>Safety Procedures.</p>	
<p>2.</p>	<ul style="list-style-type: none"> • At this point all drivers, should have been filtered by the entrance protocol, with all the actions necessary according to the "Screening at Workplace Protocol". • The driver (contractor, customer) who is not using the proper PPE, will not be attend, and will receive a feedback about the importance to take care himself and our employees. • LOTOTO, the driver should have to put his truck keys directly to the safety toolbox, he will be the only person who will touch his padlock. Our employees or contractors cannot have physical contact about any of those articles.

	<ul style="list-style-type: none">• Regarding the Chocks, at the beginning of each shift, these articles should wash and disinfectant, wherever is possible chocks can always only be handled by the same person. Drivers should not be allowed to tamper the chocks.• PPE for working at height should use only by the same person, in case that we cannot do it, this equipment should be disinfected every time by the person who will use.
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