# Personal Workstation Protocol

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| **CEMEX Protocol** | Protocol for personal workstation as defined in our Health and Safety Management System (HSMS) due to ongoing measures related to the COVID-19 scenario. |
| **Purpose of the Protocol** | This protocol provides recommended preventive measures to apply in personal working stations, during a Pandemic scenario of COVID-19. |
| **Who does this protocol apply to** | This protocol applies to every CEMEX´s Operations and Administration offices. 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. General recommendations** | |
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| 1. | During the COVID-19 pandemic, only essential tasks and meetings must be done to guarantee the health and safety of our employees/contractors and operational continuity.<br><br>   d.  All operational and administrative areas must encourage and plan remote work to limit personnel in common working/office areas, especially if<br>   e.  Is a vulnerable person by virtue of age, underlying health or clinical condition and pregnancy.<br>   f.  Is living with someone in self-isolation or a vulnerable person. |
| 2. | The information concerning COVID-19 must be available in each workstation. Including salutation and other common gestures. |
| 2.1 | Encourage employees to cover their face with the crook of their elbow or tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in. |
| 2.2 | Avoid any physical contact such as handshakes or any other type of physical contact. |
| 2.3 | Maintain a minimum of 2 meters (6 feet) separation between people. |
| 3. | The use of hands sanitizing should be enforced before entering a new area or after manipulating any equipment. |

| | I. General recommendations |
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| 4. | Consider all office tools and equipment handled in your workstation/desk as personal items, for your personal use.<br><br>    a.  Do not borrow or lend utensils such as phones, pens, office equipment.<br>    b.  Limit the exchange of documents to a minimum necessary.<br>    c.  Use electronic devices and applications as the main communication tool. |
| 5. | A thorough cleaning scheme must be in place for offices and rooms where inductions take place to ensure these areas are free from potential COVID-19. |
| 5.1 | Increase the cleaning and disinfecting activities frequency for all the areas where people have direct and constant contact (i.e. Chairs, desks, doors, etc.) |
| 5.2 | Increase the cleaning and disinfecting activities frequency for all the equipment that is used by people (i.e. monitors, keyboards, mouse, etc.) |

| | II. Workstation in administration/office/control room environment |
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| 1. | Every employee that will be returning to work on-site, should be assigned a specific working station and avoid rotating to different spaces within the location. |
| 2 | The separation between working stations should guarantee 2 meters (6 feet), or a division cover protecting personnel that shares working space. If separation is not possible, personnel should always be wearing facemask during working hours. |
| 3. | All working stations should have sanitizing kits and tools to be used and applied by the person assigned to the station. |
| 4. | At arrival at the station, properly washing hands clean and disinfect frequently touched surfaces, tools, and equipment with alcohol-based disinfectant. (i.e. desks, keyboards, mouse, phones, monitors, panels, pens, pencils, notebooks, etc.) |
| 4.1 | If the workstation must be shared due to rotating schedules, cleaning and disinfecting procedures must be done at the beginning and end of each shift. |
| 4.2 | Working stations must be maintained cleaned and organized, with no and/or minimum paperwork on top of the desk. |
| 5. | If the use of common space and/or equipment is required, such as printers, scanners, photocopiers, lab instruments; always disinfect the area to be touched and wash or sanitize your hands after completing a task. |