



CEMEX Protocol	Guidance/Protocol for Inductions & training due to ongoing measures related to COVID-19 scenario.
Purpose of the Protocol	This protocol provides a recommended preventive measures for visitor's inductions/training during a Pandemic scenario of COVID-19
Who does this protocol apply to	This protocol applies to all CEMEX's Operations. The Plant RRT/managers/employees should take responsibility for implementing it.
Disclaimer	<p>This guideline was prepared by CEMEX based on the recommendations of several construction associations, health authorities including the World Health Organization (" WHO "), external consultants and the experience of the CEMEX worldwide teams. CEMEX is not responsible for the result of the implementation of the guidelines 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.</p> <p>Copyright ©2020 Cemex Innovation Holding AG.</p>

I. Visitor Induction	
1.	Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. Where appropriate, an induction should be provided remotely prior to arriving to the site, enabling minimum additional information to be provided at the site.
2.	Maintain a minimum of 2 meters (6 feet) separation between people and set up room or area in a way to prevent face to face positioning.
3.	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 COVID-PPE
3.1	<p>If possible and legally allowed, measure body temperature using a non-contact thermometer. Additionally, review Visitor's health history to identify 'at risk' factors.</p> <ul style="list-style-type: none"> a. Fever (higher than 37.3 °C) 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.
4.	Use of hands sanitizing should be enforced before checking-in



I. Visitor Induction	
5.	Induction information must include relevant measures to follow in relation to COVID-19. Including salutation and other common gestures
5.1	Encourage participants to cover their face with the crook of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
5.2	Participants should not share any items such as pens, documents, etc. during the duration of the Induction.
5.3	Avoid any physical contact such as handshakes or any other type of physical contact.
5.4	Ask people not to gather in common places during breaks or after induction
6.	It is recommended that the trainer uses disposable gloves, face mask and if possible, goggles/eye protection during the induction.
7.	Ensure the room/area has a sanitizing kit for hand hygiene and disinfecting wipes to clean items to be used before and after the induction.
8.	All attendants must wash their hands thoroughly before entering the room or area. (i.e. using soap and water in the washrooms or using sanitizing products) every time they change rooms
9.	Keep doors and windows opened to ensure good ventilation in the room and to avoid handling doorknobs.
10.	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.
10.1	Increase the cleaning and disinfecting activities frequency for all the areas where people have direct and constant contact (i.e. Chairs, desks, doors, etc.)
10.2	Increase the cleaning and disinfecting activities frequency for all the equipment that is used by people such as monitors, keyboards, mouse, etc.

II. Training	
1.	All non-essential training should be rescheduled or postponed to a future date when the COVID-19 crisis has eased.
2.	Identify If the required training can be facilitated remotely or using distance learning without compromising the quality of the training and the learning experience for the participants. For face to face institutional training always consult first the Central areas representative before changing the facilitation design.
3.	Essential training that cannot be rescheduled should be approved by local management team in consultation with their local RRT group and should follow the recommendations in this protocol. If a training by its design requires people to carry out activities in close proximity, getting in contact with each other, handling shared



II. Training	
	materials or requiring a large number of people in the group this should be rescheduled or postponed for a future date as recommended in point number 1 above
4.	The number of people attending the training should be limited up to a number where the social distancing measures can be achieved including 2 meters (6 feet) distance between participants, avoid handling common items or training materials.
6.	Training information must include relevant measures to follow in relation to COVID-19. Including salutation and other common gestures
6.1	Encourage participants to cover their face with the crook of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
6.2	Participants should not share any items such as pens, documents, etc. during the duration of the Induction.
6.3	Avoid any physical contact such as handshakes or any other type of physical contact.
7.	Ensure the room/area has a sanitizing kit for hand hygiene and disinfecting wipes to clean items to be used before and after the training session and during breaks.
8.	All attendants must wash or sanitize their hands thoroughly as per WHO recommendations before entering the room or area.
9.	Ask people not to gather in common places during training breaks
10.	Food service and catering should be avoided unless it is in a way of individual boxed lunch, so food/utensil are not exposed/potentially touched by several people
11.	All training provided by third parties outside CEMEX premises should be postpone unless is H&S or business critical and needs to be authorized by Area manager and local RRT group