

Workshops & Toolrooms Protocol

CEMEX Protocol	CEMEX COVID-19 Workshops & Toolrooms Protocol
Purpose of the Protocol	This protocol provides a recommended preventive measures for Workshops and Toolrooms, during a Pandemic scenario of COVID-19.
Who does this protocol apply to	This protocol applies to all CEMEX's employees, contractors and visitors. 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. Entry to Workshop & Toolrooms	
1.	Stop all non-essential visitors.
2.	Entry to the site by personnel, contractors, vendors or visitors should be preceded by the following recommendations:
2.1	Wear COVID-PPE (i.e. gloves, face masks, goggles or a face shield, and gowns).
2.2	Guarantee physical distancing of 2 meters (6 feet) and preventing face to face positioning.
2.3	Post signs and/or flyers at entry to outline the commitment and measures during the COVID-19 crisis, with relevant updates from appropriate local public health authorities.
2.4	Require all people to wash or clean their hands before entering and leaving the site. If possible, install a sanitary station at entrance, supplying water and soap; or install and provide alcohol-based sanitizer. As an additional suggestion, install shoe sanitation station (i.e. sanitizing solution carpet, tub, mat or spray) prior to entering/leaving jobsite.
2.5	Screen people for COVID-19 related disease symptoms based on a visual inspection, screening equipment and/or questionnaire upon availability. Anyone who meets one of the COVID-19 criteria should not enter the facilities
3.	Merchandise and orders delivered to Toolrooms by courier should be avoided or reduced to only essential orders.

I. Entry to Workshop & Toolrooms	
	If it is the case, previously disinfect with appropriate alcohol/chlorine/soap based solution and only open in a safe area using disposable gloves and convenient COVID-PPE.
3.1	Instruct and follow directions while using cleaning and sanitizing products. Make sure all personnel is preceded by induction / training on the hazards of such products/chemicals used in the workplace or site.
4.	Provide hand sanitizer at several areas where possible, to be frequently used by personnel, contractors, vendors or visitors.
5.	Make sure that lavatory and restrooms for personnel, contractors, vendors or visitors are provided with paper towels or tissues and garbage bins preferably with non-contact lid.
6.	Exchange of pens or pencils, or electronic devices should be prohibited.

II. Team Tasks	
1.	Stop / suspend all non-essential physical work which requires physical contact or spaces with less than 2 meters (6 feet) between personnel.
2.	If a physical task is essential or necessary, make sure it is done in a well-ventilated area, respecting physical distance and wear COVID-PPE (gloves, face masks, goggles or a face shield, and gowns). Preferable, they should be done with a small group of people and in an open space environment.
3.	All personal protective equipment must be disinfected upon completion of activities and should not be shared with other colleagues. Disposable components / devices should be deposited in garbage bins preferably with non-contact lid.
4.	Exchange of personal tools or devices should be prohibited.
5.	Avoid document/paperwork exchange with alternative methods: digital documents and/or signatures, taking orders by phone/email, assign a sole document handler, email document pictures. Where a physical exchange of documentation/paperwork cannot be avoided: <ul style="list-style-type: none"> d. Use disposable gloves, face mask, eye protection. e. Wash entirely often (including nails and back of hand) with soap and water for at least 20 seconds after exchanging/ touching paperwork. f. Assign a tray to deposit paperwork.
6.	All areas on site potentially infected by a confirmed or probable case require to be blocked from access until the area is properly cleaned and disinfected, along with any public areas where s/he has spent significant time (more than 15 minutes).

III. Toolrooms	
1.	Instruct and follow directions while using cleaning and sanitizing products. Make sure all personnel is preceded by induction / training on the hazards of such products/chemicals used in the workplace or site.
2.	Instruct to comply with applicable standards including proper disposal of regulated waste, PPE, and COVID-PPE.
3.	Notify contractors, vendors and visitors to avoid physical contact. Respect physical distance of 2 meters (6 feet) and if necessary, wear COVID-PPE (masks, gloves and eye protection), prevent face to face positioning with others, sharing tools or equipment, and reduce contact time.
3.1	Providers will be informed of the specific procedures for accessing the centers in order to reduce contacts with center staff. i.e. <ul style="list-style-type: none"> a. Entry, exit and transit routes. b. Loading and unloading merchandise.
4.	Establish disinfection procedures whenever possible. Require personnel to use gloves and long-sleeved clothing and mask, and any requirement during this process.
5.	Provide hand sanitizer and cleaning/sanitizing points to be frequently used by personnel.
6.	Implement alternatives to reduce congestion of personnel and contact time. Make sure physical distance of 2 meters (6 feet) is respected in personnel working at the sit
7.	Clean and disinfect workplace and environmental surfaces: remove dirt and use disinfecting products. Surfaces that are frequently touched with hands should be cleaned often.
8.	Establish specific procedures for use and sanitizing / disinfecting devices and equipment where the electrical, pneumatic or other tools, are being used by different shifts
9.	All areas on site potentially infected by a confirmed or probable case require to be blocked from access until the area is properly cleaned and disinfected, along with any public areas where s/he has spent significant time (more than 15 minutes).