

Document Handling Protocol

CEMEX Protocol	CEMEX COVID-19 Document Handling Protocol
Purpose of the Protocol	This protocol provides a recommended preventive measures for document handling and management during a Pandemic scenario of COVID-19.
Who does this protocol apply to	This protocol applies to all CEMEX's sites. 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. Site Document Handling	
1.	Avoid skin-to-skin contact. Respect physical distance of 2 meters (6 feet) and wearing COVID-PPE. (COVID-PPE could include gloves, face masks), prevent face to face positioning with others, sharing tools or equipment, and reduce contact time.
2.	If feasible, promote and use alternative document handling methods, such as: digital signatures, taking orders by phone/email, signing delivery documentation on behalf of customers, email document pictures.
3.	Exchange of utensils, devices and paperwork should be avoided as much as possible.
4.	Where a physical exchange of documentation/paperwork cannot be avoided: <ol style="list-style-type: none"> a. Use disposable gloves, face mask, eye protection. b. Wash entirely often (including nails and back of hand) with soap and water for at least 20 seconds after exchanging/ touching paperwork . c. Assign a tray to deposit paperwork, separated 2 meters / 6 feet from an individual workstation.
5.	Place visual stand-up marks on the floor for proper distance (2 meters / 6 feet) and a barrier to shield the interaction between personnel. The counter must be disinfected frequently. All personnel with high physical interaction/exposure should wear masks, gloves and eye protection gear or face shield.



I. Site Document Handling	
6.	<p>Clean and disinfect workplace and environmental surfaces: remove dirt and use disinfecting products.</p> <p>Surfaces that are frequently touched with hands should be cleaned often. This would include (but would not be limited to): Doors in entrance/exiting areas, counters and shelves, desk surfaces, chairs (e.g. arm rests), tables, phones, computer keyboards (especially if shared), counters, light switches, copy machines, staplers, scissors.</p>
7.	<p>Where applicable, assign someone responsible for signing and managing documentarion/paperworks/forms.</p> <p>If possible, use alternative methods, i.e. receival proof email, filling/signing with own pen (do not share pens), keeping documents on paper clipboard or holder pad (do not handle paper between personnel).</p>
8.	<p>Instruct personnel to wash their hands thoroughly as per WHO recommendations before and after handling shared documents/paperwork.</p>