

Personal Hygiene Protocol

CEMEX Protocol	Guidance/Protocol for personal hygiene due to ongoing measures related to COVID-19 scenario.
Purpose of the Protocol	This protocol provides recommended preventive measures for personal hygiene during the 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.
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I. Measures in to support and promote personal hygiene in workplace/facilities	
1.	Additional to current bathroom installations, all facilities should have in place faucets at entrance or near entrance, with running water, liquid soap and/or alcohol-based hand rub containers. Consider installing additional services at the entrance of frequent meeting points or high traffic areas.
2.	Ensure sufficient stocks of soap, alcohol-based hand rub, or alcohol sprays are available and replenished, along with disposable tissues and closed bins.
3.	Ensure that personnel in high risk activities have the corresponding PPE assigned., which can include: gloves, medical masks, goggles or a face shield, and gowns.

I. Measures in to support and promote personal hygiene in workplace/facilities	
4.	It is critical that all bathrooms and similar facilities are included in the cleaning routine and serviced at on a frequent basis (e.g.3 times a day), with a log sheet for control and monitoring purposes. All cleaning crews must be trained and provided the proper PPE for the task.
5.	Ensure that facemasks or disposable tissues are available for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
6.	Prepare and/or publish local communication campaign materials (e-mails, printed materials) regarding personal hygiene guidelines, instructions on how to wash your hands correctly, how to use PPE, etc.

II. Hand washing/disinfecting	
1.	Wash your hands frequently after sneezing or coughing, when caring for the sick, before during and after you prepare food, before eating, after toilet use, after touching doorknobs, handrails, elevators buttons, printers, keyboard and mouse, meeting rooms chairs and tables; and any other shared office tools like staplers, hole openers, pencils, etc. Also wash your hands before rubbing your eyes, nose or mouth.
2.	Recommended hand washing procedure: <ol style="list-style-type: none"> a. Use soap (preferably liquid) and running water (preferably warm). If using bar soap, use a new bar every day. b. Rub hands with soap and water for 20-30 seconds covering nails, fingers and wrists. c. Rinse hands thoroughly. d. Dry hands with paper towels, preferably. e. Close water faucet with use paper towel and also open bathroom door with it. f. Throw away paper towel in waste basket/closed bin.
3.	If hands are not contaminated with dirt or dust, you can also use antibacterial gel or alcohol-based hand rub when not close to a bathroom.

III. Respiratory hygiene	
1.	In case you need to cough or sneeze, cover your face with the bend of their elbow or use a disposable tissue and immediately dispose it in a closed bin.
2.	Wear facemasks to protect yourself and others, if interaction is inevitable. Surgical facemasks are recommended, which will protect others from being infected by the person wearing the mask.
3.	Proper procedure to wear and use of disposable facemasks: <ol style="list-style-type: none"> a. Wash your hands thoroughly before putting on the facemask.

III. Respiratory hygiene	
	<ul style="list-style-type: none"> b. Make sure nose and mouth are covered and adjust minimizing openings or gaps between your face and the mask. c. Do not touch your face or the mask without washing your hands or disinfecting with alcohol-based product. d. When removing the facemask, first disinfect your hands and start from behind, the back of your head, avoiding touch with your face. e. Destroy and dispose your facemask in paper basket/bin, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer.

IV. Other situations	
1.	Do not share glasses, cups, eating utensils, food, cellular phones, pens, notepads, personal protective equipment and/or any working tools (unless an established disinfecting protocol is in place for specific tools and equipment).
2.	Follow the recommendations of physical distancing (no kissing, no handshake, no hugging and stay at least 2 meters / 6 feet away from other people)
3.	Avoid crowded places and public transportation, ridesharing and/or taxis. If inevitable, always wear facemasks, sit alone diagonal and behind the driver of a taxi, or alone in a two-seat bus placement. Never touch your face without disinfecting your hands first.
4.	Clean or Disinfect the objects and surfaces you touch.
5.	If you are going to pay for something, try to not pay with cash; if you need to, then wash your hands or disinfect with alcohol-based rub after that. Clean or disinfect credit or debit cards after using them.