

Canteen & Resting Area Protocol

CEMEX Protocol	CEMEX COVID-19 Canteens & Resting Areas Guidelines
Purpose of the Protocol	This protocol provides a recommended preventive measures for site managers and employees 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. Preventive Measures for Canteens & Rest/Welfare Areas	
1.	Recommend personnel to bring pre-prepared meals and refillable drinking bottles from home. Whenever required, provide individual packaged drinks and meals.
2.	Avoid physical contact. Respect physical distance of 2 meters (6 feet), prevent face to face positioning with others, and reduce contact time.
3.	People attending the canteens and rest/welfare areas must wash their hands thoroughly as per WHO recommendations before entering the room or area.
4.	Display communication signs / posters at entry points informing about limited number of people permitted to use the facilities at any one time. Place visual marks or arrange furniture to keep safe social distancing or 2 meters or 6 feet. Sanitization/hand washing stations shall be in place and every person will be required to use them.
5.	Manage staggered shifts with 10-15 minutes gap to limit the number of personnel sharing areas at the same time. Ensure enough spacing between the chairs and removing chairs as necessary.
5.1	Stagger breaks and the use of welfare facilities, such as sanitary facilities, changing rooms, to minimise the number of people and to respect the basic hygiene and physical distance guidelines.

I. Preventive Measures for Canteens & Rest/Welfare Areas	
6.	Establish additional areas/rooms as required to maintain social / physical distancing guidelines.
7.	Where catering is provided on site, it should be provided in pre-prepared and wrapped individual disposable boxes only.
7.1	Reusable cutlery, eating utensils, cups etc. should not be provided to avoid lack of proper hygiene measures; unless they are owned by the worker and a proper station is provided to clean the utensils with detergent by the worker itself.
8.	No food sharing and/or cutlery / utensils shall be permitted on jobsites. Provide disposable ones where required
9.	Limit the number of people around drinks machines. Consider removing these machines to eliminate potential interactions between people.
10.	Ensure access to soap and water / sanitising gel and provide single-use towels.
11.	Increase cleaning / sanitising regimes.
12.	Tables should be cleaned and disinfected between each use.
13	All trash should be put straight in the bin and not left for someone else to clear up.
14	All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
15.	Assign responsibility and frequency for disinfecting touch points, tables, door handles, collective catering equipment and appliances such as kettles, microwaves, toasters.
15.1	If it is necessary, wear gloves, and face mask throughout cleaning activities and wash hands immediately on removal of gloves and mask.
16.	For toilets (showers, toilets and sinks), in addition to frequent disinfection, provide means to disinfect contact surfaces before and after use. Disinfect the contact surfaces of the toilets with single-use wipes.
17.	Make sure ventilation is available by keeping doors and windows open and avoid handling doorknobs.
18.	Report any specific concerns to the relevant Manager / Supervisor.