

Shift Handover Protocol

CEMEX Protocol	Protocol for handover due to ongoing measures related to COVID-19 scenario.
Purpose of the Protocol	This protocol provides a recommended preventive measures for handover activities 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.
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I. Handover activities

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1.	Before your entry to the office or workplace, make sure you apply the personal cleaning/hygiene protocol, including the use of disinfectant for your shoes/boots where needed.
2.	Always respect the physical distance of 2 meters and avoid physical contact while carrying out the handover activities. Such handover activities involve verbal communication between shifts but where documentation review/exchange is required then gloves must be worn by all involved and writing equipment must not be shared.
3.	Disinfect your workplace and tools. (Telephone, keyboard, screen, mouse, desk, cell phone, radio and chair, among other).
4.	Do not use Personal Protective Equipment that is not assigned to you. Sharing any PPE is not permitted.
5.	Carry out the handover outside if possible but where this isn't possible then ensure sufficient ventilation by opening windows and doors.