



# BEHAVIORS THAT SAVE LIVES



# Welcome

**At CEMEX we care** about the Health and Safety of our People. We have built this summary of Health and Safety guidelines that addresses COVID-19, to safeguard the health of our people and their families.

You will find different **PLAYS** conformed by **a set of actions and proactive behaviors** for you to embrace in order to keep yourself and others safe and healthy throughout your day.

A yellow rectangular graphic with rounded corners. At the bottom, there is a dark silhouette of a city skyline. The word "READY!" is written in white, bold, uppercase letters in the center.

READY!

Familiarize yourself with critical **day-to-day moments** and the **Behaviors that Save Lives**

A blue rectangular graphic with rounded corners. At the bottom, there is a dark silhouette of a city skyline. The word "SET!" is written in white, bold, uppercase letters in the center.

SET!

Understand other key **behaviors** you should carry out

A green rectangular graphic with rounded corners. At the bottom, there is a dark silhouette of a city skyline. The word "GO!" is written in white, bold, uppercase letters in the center.

GO!

Check the **actions you need to perform** to remain healthy

# READY!

## PLAY #1

### Identify

the behaviors  
that save lives

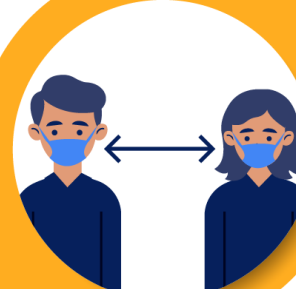
IDENTIFY SYMPTOMS  
AND INFORM



PERSONAL  
HYGIENE



PROTECT YOURSELF  
AND OTHERS



PHYSICAL  
DISTANCING

# PLAY #1

## Identify the behaviors that save lives

### IDENTIFY SYMPTOMS AND INFORM



Prevent contagion  
by isolation



Cooperate with  
screening procedures



Feeling ill?  
Call for help

### PERSONAL HYGIENE



Wash your hands  
often



Avoid touching  
your face



Keep your  
workplace clean



Cough and sneeze  
properly

### PHYSICAL DISTANCING



Maintain a safe  
distance from others  
and avoid handshakes



Avoid groups and  
crowded spaces



Work remotely as  
much as possible

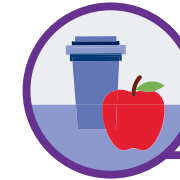


Avoid non-essential  
public transportation

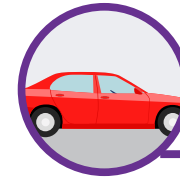
### PROTECT YOURSELF AND OTHERS



Use a facemask and  
other recommended  
Personal Protective  
Equipment



Avoid sharing  
personal items. Bring  
your own food and  
drink to work



Remain in your vehicle  
as much as possible  
when commuting



Keep your team safe.  
Make sure they  
understand and adopt  
these behaviors

## PLAY #2

# Acknowledge critical day-to-day moments



# SET!

## PLAY #3

Take care of your  
family **at home**





# Take care of your family at home

Everyone at your home should be trying to follow these measures as much as possible

## STAYING AT HOME



### Physical Distancing

- Stay at home, whenever possible.
- Avoid large gatherings, and gatherings in smaller public spaces such as cinemas, restaurants, theatres, bars and clubs.
- Stay connected with friends and extended family by using technology such as phone, internet, and social media
- Use telephone or online services to contact your doctor or other essential services



### When to Wash Your Hands

- When arriving home (i.e. from supermarket or drugstore)
- After blowing your nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance

# Take care of your family at home

Going out from home would be only when this is necessary

## GOING OUT FROM HOME



### Before Going Out

- Wash your hands before and wash them again after touching any object or surface to protect yourself.
- Bring with you hand sanitizer gel.



### While You Are Out

- Follow recommendations of physical distancing: no kissing, no handshake, no hugging and stay at least 2 meters (6 feet) away from other people.
- Avoid crowded places & public transportation, ridesharing or taxis. If inevitable, wear facemasks, sit alone diagonal & behind the driver of a taxi or alone in a 2-seat bus placement.
- Use stairs, rather than elevators.
- Do not share glasses, cups, eating utensils, food, cellular phones, pens, notepads, personal protective equipment and/or any working tools.
- Use credit, debit or electronic means to pay, then wash your hands or disinfect with alcohol-based rub after that & clean or disinfect credit or debit cards.

# Take care of your family at home

## SOMEONE WITH SYMPTOMS



### Developing COVID-19 Symptoms

- Stay home except to get medical care for a period of days from last exposure, enough to cover incubation period of the disease to make sure the person is not infected with the pandemic-related disease.
- Stay in touch with your doctor:
  - Call before you get medical care.
  - Be sure to get care if you feel worse or you think it is an emergency.
- Stay away from others as much as possible, you should stay in a specific room of your house ("sick room") and away from other people in your home. Use a separate bathroom, if available.
- Limit contact with pets & animals just like you would around other people.

### Staying at Home

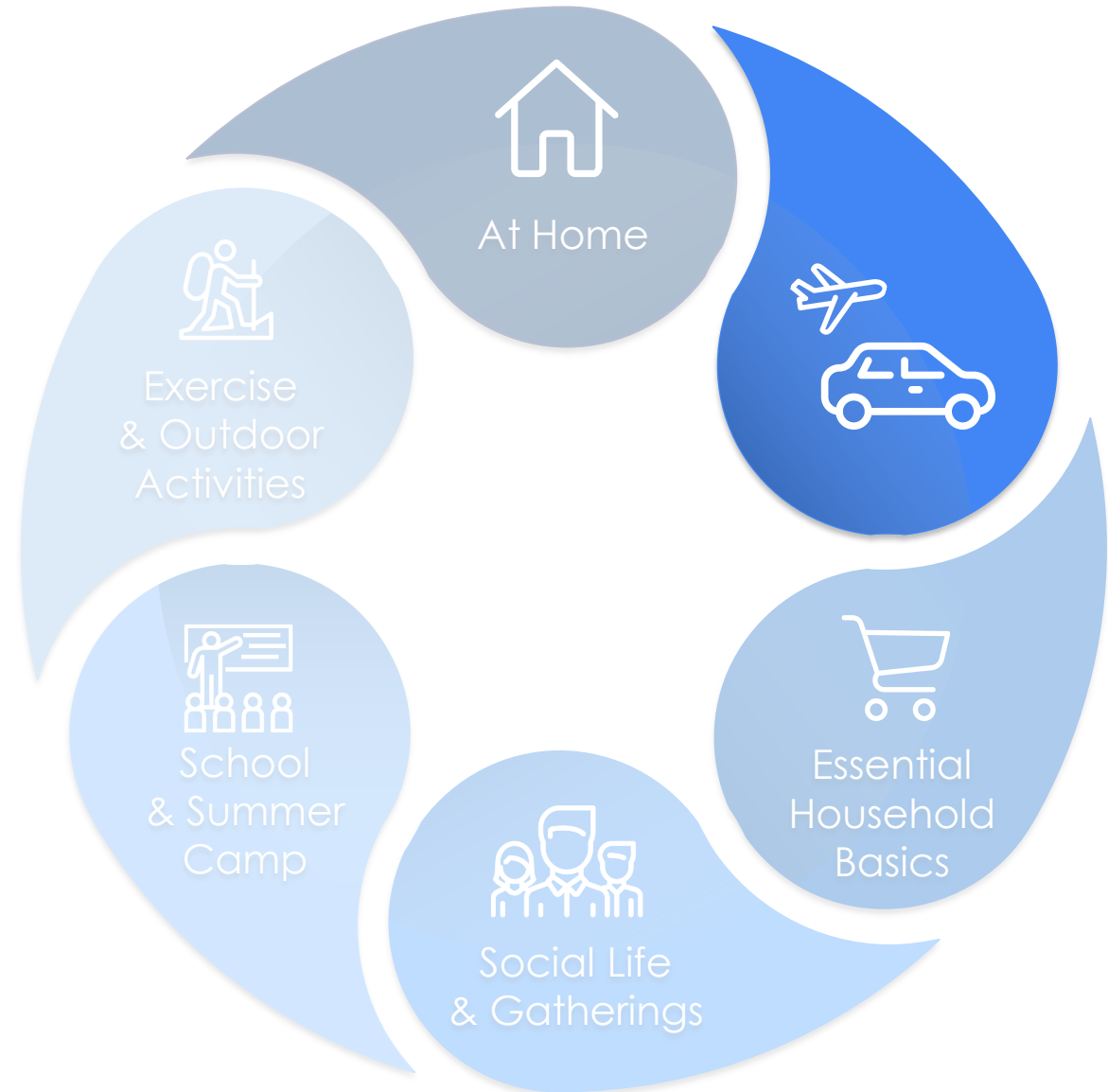
You'll need to stay at home if you have symptoms of coronavirus (COVID-19) or live with someone who does without having taken the appropriate preventive measures. Staying at home means you should:

- Not go to work, school or public areas.
- Not use public transport or taxis.
- Not have visitors, such as friends & family, in your home.
- Not go out unless you need to buy food or collect medicine. If necessary, select just one person to go out following the protocol when returning home.

You can use your garden, if you have one. You can also leave the house to exercise – but stay at least 2 meters away from other people, following the protocol when returning home.

## PLAY #4

Travel, commute and  
get home **safely**



# Commute & get home safely

## GENERAL RECOMMENDATIONS



### Personal Hygiene

- Wear clean clothes & it is recommended to thoroughly clean yourself (take a shower).
- If possible, use your own transport.
- Clean your vehicle using gloves & standard cleaning products on handles and areas where passengers may touch surfaces.
- Whenever possible, use other means of transport like cycling or walking to avoid public transport.



### Sharing Transport

- Share your vehicle with the same individuals and with the minimum number of people at any one time.
- Maintain good ventilation keeping the windows open and face away from each other during the journey.
- Wash your hands for 20 seconds using soap and water or hand sanitizer before entering and after getting out of the vehicle.



### Using Public Transport

- Avoid using public transport, specially during peak times.

# Commute & get home safely

## ON-ROAD MEASURES



### Breakdowns

- Safety first. Ensure you are visible for other drivers or vehicles. Contact your coordinator and company as required and follow prescribed safety procedures.
- Avoid interactions with other people who are not using proper COVID-PPE. This could include, but not limited to face masks, face shields or glasses, hand sanitizers.
- Exchange of any devices should be prohibited. If necessary, make sure of proper cleaning and disinfecting prior and after its use.
- Avoid crowds and guarantee physical distancing of 2 meters (6 feet), preventing face to face positioning with others, and reduce contact time.

### Driving and Vehicle Maintenance

- If possible, while driving keep windows half open for ventilation.
- Maintain cleanliness and hygiene in the cab, clean and disinfect the steering wheel, door handles, frequently used levers and buttons, seats and in general anything you usually touch with your hands.
- Do not operate or board equipment that has not been specifically assigned to you.
- Try to have disinfectant gel available.

# Essential Travel

Traveling on public transportation such as planes, buses, trains or is considered a high-risk activity and should only be considered when essential.

## IMPORTANT CONSIDERATIONS



### Before Traveling

For Business Travel, please refer to your CEMEX Playbook. These recommendations are for family travel only.

**During the COVID Pandemic, traveling is not advised. If traveling becomes essential, follow these recommendations:**

- Avoid any high-risk infection areas and avoid visiting friends or relatives who may be more vulnerable such as elders or people with weaker immune systems.
- Avoid traveling in groups or using public transportation. Your safest travel method will be using a car.
- Before travelling, make sure all those traveling with you are not displaying any symptoms or feeling ill.
- Prepare a Travel Kit that includes emergency contact information, several sets of masks, thermometer, goggles and alcohol-based hand sanitizer. Also bring with you drinking water and any snacks to avoid stops.
- Plan ahead. if anyone in your group develops flu or cold symptoms during your trip, know who to call for help.



### While Traveling

- Bring Travel kit with you.
- Use a facemask if you traveled on plane, train or any other public transportation.
- Allow sufficient time when passing through airports, train stations due to probable delays on stricter screening procedures.
- Pay attention to announcements & guidance from the local authorities in your travel destination and monitor the local health and security situation.
- Follow any movement restrictions & prevention recommendations, including travel restrictions to / from the affected areas.
- Always practice physical distance & personal hygiene recommendations.

# Essential Travel

Traveling on public transportation such as planes, buses, trains or is considered a high-risk activity and should only be considered when essential.

## ON-ROAD MEASURES



### Tolls & Gas Stations

- When using toll roads and gas stations make sure you clean and sanitize your hands after handling cash, coins and receiving toll tickets. If possible, use contact-less technology such as wireless toll cards and credit cards.
- Remain in your vehicle as much as possible. In case you need to exit your vehicle use a facemask and wash or clean your hands with sanitizer before you enter your vehicle.
- Avoid any crowd and keep a physical distancing of 2 meters (6 feet), preventing face to face positioning with others, and reduce contact time.
- Maintain proper cleaning inside your vehicle by cleaning and disinfecting the frequently used items such as steering wheel, levers and panels.

### Hotels, Rest Areas and Food Services

- When using hotels, rest areas, or food services make sure you clean and sanitize your hands after using cash and if feasible, use debit / credit cards.
- Identify and select proper rest areas; review national and regional guidelines.
- Select and use only hotels or rest areas, which guarantee sanitization protocols for rooms and services.
- If feasible, use pre-prepared meals and refillable drinking bottles from home, individual packaged drinks and meals.



# Getting home safely

Besides applying the exact same measures indicated in the initial section consider the following recommendations

## WHEN GETTING BACK HOME

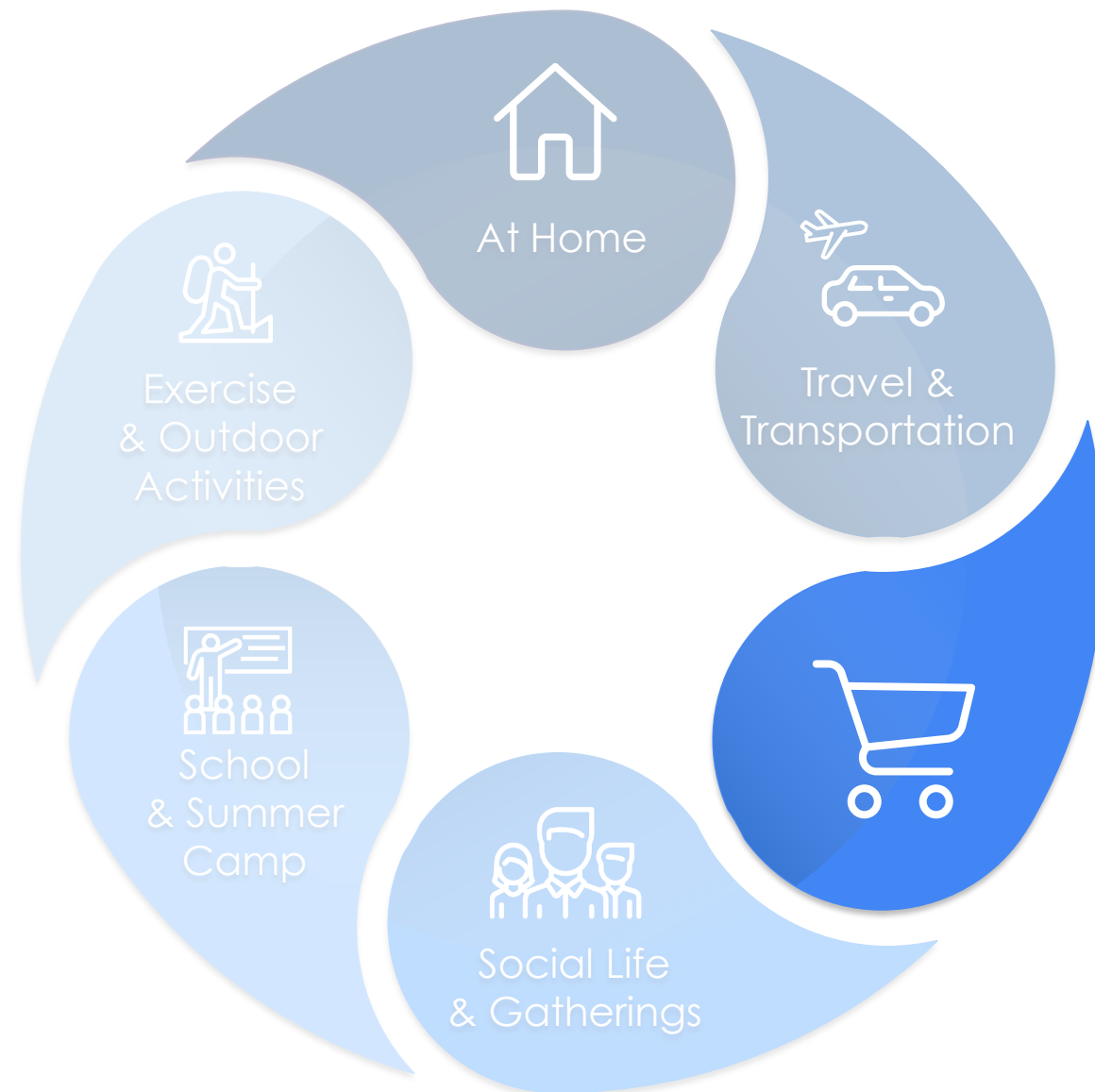


### Personal Hygiene

- Watch your hands following the proper technique as soon as you get home and avoid touching anything or anybody before you do it.
- Take off your shoes and leave them at the entrance for later clean up and disinfection.
- If you take your pets out, disinfect their paws.
- Remove clothes and wash them as soon as possible.
- Leave a special tray at the entrance to put your bag, wallet & keys.
- Disinfect your cell phone as often as possible.
- Clean the surfaces of the house where you have placed something that has come from the outside.
- Once you have finished previous steps wash your hands again with soap.

## PLAY #5

# Essential household basics



# Running Errands



## Essential Household Basics

### GROCERY SHOPPING



#### Grocery Shopping

- Avoid shopping if you are sick or have symptoms of COVID-19.
- Order food and other items online for home delivery or curbside pickup (if possible).
- Only visit the grocery store, or other stores selling household essentials, in person when you absolutely need to.



#### While Shopping

- Stay 2 meters (6 feet), away from others.
- Cover your mouth and nose with a cloth face covering
- Go during hours when fewer people will be there (for example, early morning or late night).
- Disinfect the shopping cart before use, use disinfecting wipes if available.
- Do not touch your eyes, nose, or mouth.
- If possible, use touchless payment (pay without touching money, a card, or a keypad). If you must handle money, a card, or use a keypad, use hand sanitizer right after paying.
- After leaving the store, use hand sanitizer.

# Running Errands



Essential  
Household  
Basics

## DELIVERIES & TAKEOUT



### Deliveries & Takeout

- Pay online or on the phone when you order (if possible).
- Accept deliveries without in-person contact whenever possible. Ask for deliveries to be left in a safe spot outside your house (such as your front porch or lobby), with no person-to-person interaction. Otherwise, stay at least 2 meters (6 feet), away from the delivery person.



### After receiving your deliveries

- After receiving your delivery or bringing home your takeout food, wash your hands with soap and water for 20 seconds or use a hand sanitizer with at least 60% alcohol.
- After collecting mail from a post office or home mailbox, wash your hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol.

# Running Errands



## Essential Household Basics

### BANKING

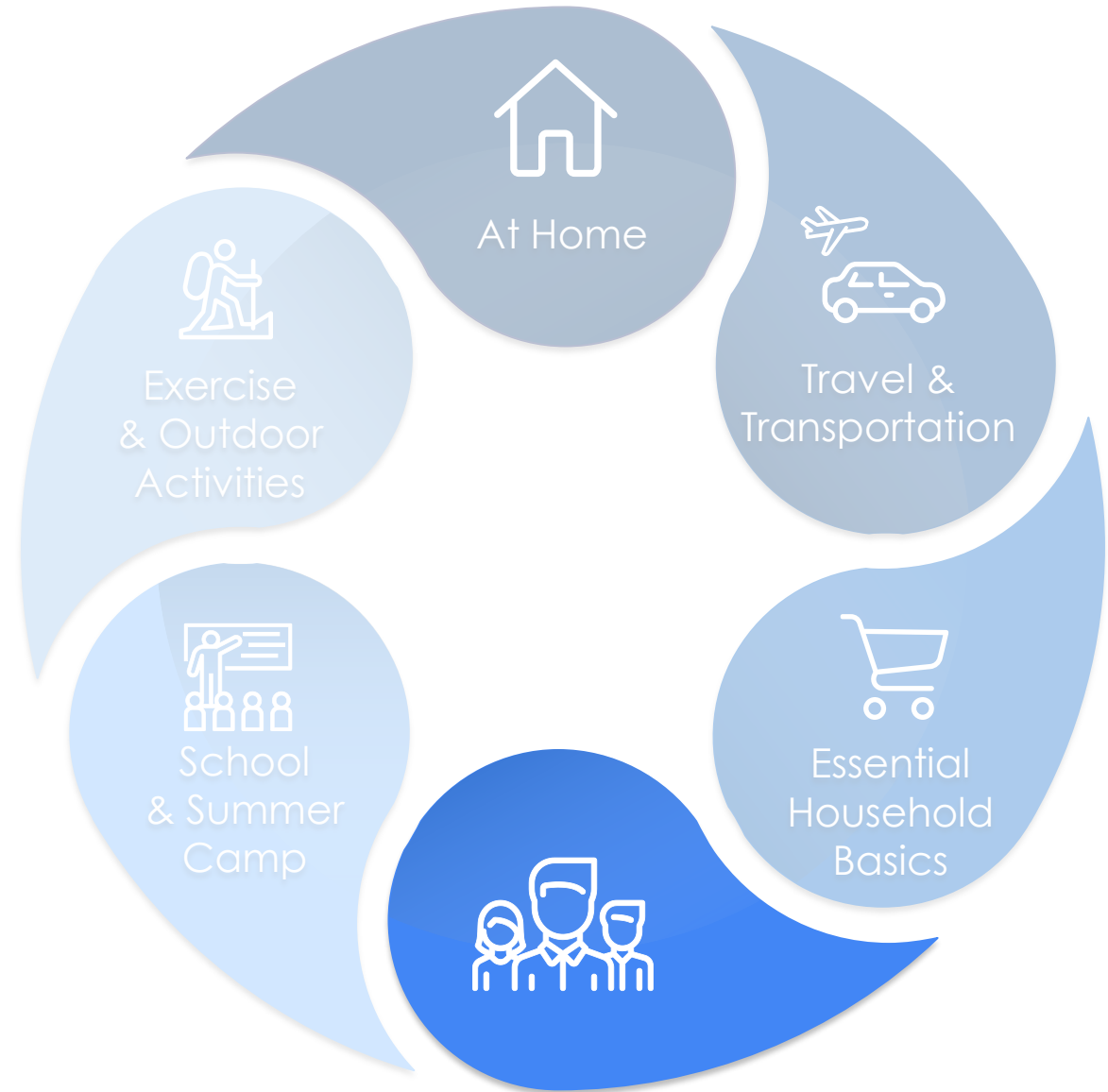


### BANKING

- Conduct banking transactions online whenever possible
- Ask about options for telephone or virtual meetings to use banking services.
- Use drive-thru banking services, automated teller machines (ATM), or mobile banking apps for routine transactions that do not require face-to-face assistance as much as possible.
- Look for any extra prevention practices being implemented by the bank, such as plexiglass barriers for tellers or bankers, staff wearing cloth face coverings, or physical distancing signs in the lobby.
- Wear a cloth face covering when doing any in-person exchanges and unable to stay at least 2 meters (6 feet) apart from other people – and make sure that bank employees and other people inside the bank are also wearing cloth face coverings.
- Use hand sanitizer containing at least 60% alcohol after any deposit, withdrawal, exchange, drive-thru visit, or use of an ATM. Always disinfect your ATM card after its use.
- Wash your hands with soap and water for at least 20 seconds when you arrive home or to your destination where a restroom is available.

# PLAY #6

## Social life



# Social Life and Gatherings

## ATTENDING SOCIAL AND FAMILY GATHERINGS



### Guiding Principles

- A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
- The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

### Risk Categorization

The risk of COVID-19 spreading at events and gatherings increases as follows:

- **Lowest risk:** Virtual-only activities, events, and gatherings.
- **More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 2 meters (6 feet) apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
- **Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 2 meters (6 feet) apart and with attendees coming from outside the local area.
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

# Social Life and Gatherings

Social life and gatherings should only be considered when essential or allowed by local and state regulations.



## HOSTING SOCIAL AND FAMILY GATHERINGS



### Tell guests to stay home if they are sick

- Remind invited guests to stay home if they have been exposed to COVID-19 in the last 14 days or are showing COVID-19 symptoms. Anyone who has had close contact with a person who has COVID-19 should also stay home and monitor their health. Invited guests who live with those at higher risk should also consider the potential risk to their loved ones.
- Consider keeping a list of guests who attended for potential future contact tracing needs.



### Encourage social distancing

- Host your gathering outdoors, when possible. If this is not feasible, make sure the room or space is well-ventilated (for example, open a window).
- Arrange tables and chairs to allow for social distancing. People from the same household can be in groups together and don't need to be 2 meters (6 feet) apart – just 2 meters (6 feet) away from other families.
- If planning activities for adults and/or kids, consider those where social distancing can be maintained, like sidewalk chalk art or frisbee.
- When guests arrive, minimize gestures that promote close contact. For example, don't shake hands, do elbow bumps, or give hugs. Instead wave and verbally greet them.
- Wear and request others to wear cloth face coverings when less than 2 meters (6 feet) apart from people or indoors.
- Consider providing face coverings for guests or asking them to bring their own.



# Social Life and Gatherings

## HOSTING SOCIAL AND FAMILY GATHERINGS



### Limit the number of people handling or serving food

- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- If serving any food, consider identifying one person to serve all food so that multiple people are not handling the food and serving utensils.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, and condiments, so that multiple people are not handling the items.
- Consider using disposable food containers and utensils to avoid double handling.



### Wash your hands often

- Consider providing hand sanitizer in addition to clearly marked hand washing areas.
- Wash your hands for at least 20 seconds when entering and exiting social gatherings. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Make sure there is adequate soap or hand sanitizer containing at least 60% alcohol available in the restrooms and encourage guests not to form a line at the door. Consider also providing cleaning supplies that allow guests to wipe down surfaces before they leave.
- Remind guests to wash their hands before serving or eating food.
- Use single-use hand towels or paper towels for drying hands so guests do not share a towel.

# PLAY #7

## School and Summer camp



# Schools & Childcare Programs

## RECOMMENDATIONS FOR PARENTS



### Plan and Prepare

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- If your child is sick, keep them at home and contact your healthcare provider. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.
- Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.



### If your School / Childcare Program is Dismissed

- Keep track of school dismissal updates.
- Read or watch local media sources that report school dismissals or stay in touch with your school.
- Talk to your school about options for digital and distance learning.
- Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.
- Seek guidance from your school administrator to determine when students and staff should return to schools.

# Youth and Summer Camps

## GUIDING PRINCIPLES TO KEEP IN MIND



### Youth and Summer Camps

The more people a camper or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in youth camp settings as follows:

- **Lowest Risk:** Small groups of campers stay together all day, each day. Campers remain at least 2 meters (6 feet) apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., city, town, county, community).
- **More Risk:** Campers mix between groups but remain at least 2 meters (6 feet) apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., community, town, city, or county).
- **Even More Risk:** Campers mix between groups and do not remain spaced apart. All campers are from the local geographic area (e.g., community, town, city, or county).
- **Highest Risk:** Campers mix between groups and do not remain spaced apart. All campers are not from the local geographic area (e.g., community, town, city, or county).

## PLAY #8

# Exercise & outdoor activities





# Exercise and Outdoor Activities

## USING GYMS OR FITNESS CENTERS



### Before you go

- Use options for online reservations and check-in systems when available.
- Look for any extra prevention practices being implemented by the facility, (new plexiglass barriers, staff wearing cloth face coverings, and closing of shared locker room space).
- Be prepared that locker room access may be limited to the restroom area only, prohibiting the use of shower and changing areas.
- Seek facilities with outdoor space or options for virtual classes and training sessions as much as possible.
- Limit attendance at indoor group training sessions.
- Consider doing any vigorous-intensity exercise outside when possible and stay at least 2 meters (6 feet) away from other participants, trainers, and clients if unable to wear a face covering.
- If possible, wear a face covering when walking on an indoor track or when doing stretching or low-intensity forms of yoga indoors.



### While you are in there

- Use social distancing and limit physical contact.
- Maintain as much distance as possible between yourself and other individuals, and use cloth face coverings if they do not interfere with your activity. If you need to be indoors, open windows to increase airflow throughout the space.
- Maintain at least 2 meters (6 feet) of separation as much as possible in areas that may lead to close contact (within 6 feet) among other people, such as weight rooms, group fitness studios, pools and saunas, courts and fields, walking/running tracks, locker rooms, check-in areas, parking lots, and routes of entry and exit.
- Ensure equipment is clean and disinfected. Wipe down machines and equipment with disinfecting wipes and use hand sanitizer that contains at least 60% alcohol before and after using machines.
- Do not share items that cannot be cleaned, sanitized, or disinfected between use, such as resistance bands and weightlifting belts.

# Exercise and Outdoor Activities

## VISITING PARKS AND RECREATIONAL FACILITIES



### Do

- Visit parks that are close to your home.
- Check with the park or recreation area in advance to prepare safely and to find out if the bathroom facilities are open and what services are available.
- Stay at least 2 meters (6 feet) away from others you don't live with ("social distancing") and take other steps to prevent COVID-19.
- Carefully consider use of playgrounds, and help children follow guidelines.
- Play it safe around and in swimming pools, hot tubs, and water playgrounds by keeping space between yourself and others.



### Don't

- Visit parks if you are sick with, tested positive for COVID-19 or know you were recently exposed to.
- Do not visit parks where you cannot stay at least 2 meters (6 feet) away from people you don't live with.

# GO!



# Check the PLAYS regularly to make sure you embrace the necessary actions to remain healthy & safe



# Take a print screen of the behaviors that save lives and refer to them frequently

## IDENTIFY SYMPTOMS AND INFORM

- Prevent contagion by isolation
- Cooperate with screening procedures
- Feeling ill? Call for help

## PROTECT YOURSELF AND OTHERS

- Use a facemask and other recommended Personal Protective Equipment
- Avoid sharing personal items. Bring your own food and drink to work
- Remain in your vehicle as much as possible when commuting
- Keep your team safe. Make sure they understand and adopt these behaviors



## PERSONAL HYGIENE

- Wash your hands often
- Avoid touching your face
- Keep your workplace clean
- Cough and sneeze properly

## PHYSICAL DISTANCING

- Maintain a safe distance from others and avoid handshakes
- Avoid groups and crowded spaces
- Work remotely as much as possible
- Avoid non-essential public transportation



**THANK YOU**