

CEMEX Protocol	Protocol for community engagement due to ongoing measures related to the COVID-19 scenario.
Abstract	This protocol provides a set of recommended measures to continue engaging with community stakeholders during a Pandemic scenario of COVID-19. It covers interactions with community stakeholders and Community Committees, how to manage Community Centers and how to hold face-to-face meetings within CX premises, volunteering activities, gathering information and research activities in the communities; also, attending activities outside CX premises, including visits to schools, communities. Finally, a special section on recommendations for Community Gardens operations during this COVID-19 scenario.
Who does this protocol apply to	<p>This protocol applies to all of CEMEX's operations and employees, most especially for activities lead by Responsible Business area:</p> <ul style="list-style-type: none"> • Dialogue with stakeholders • Community Engagement Activities • Community Center • Volunteering • School and community visits (including enterprise forums) • Visiting our facilities • Football soccer and baseball Academies • Other initiatives and activities within the social portfolio <p>During all these activities, CEMEX employees and community members must bring their own sanitized COVID PPE (facemask, gloves, gown, goggles or face shield), or provide COVID PPE for those who do not bring it. Under no circumstances are CEMEX employees permitted to engage with stakeholders without COVID PPE.</p>
Important notes	<p>As part of the Responsible Business Strategy, CEMEX wants to proactively continue and openly engage with our local communities and stakeholders to support, build trust, understand their needs, address their concerns, provide feedback, and cooperate to create shared value.</p> <p>All community activities imply an increased risk of contagion from COVID-19 since they tend to occur externally to CEMEX facilities where we might not have control of the hygiene, physical distancing, and other important prevention measures. Where possible, virtually undertake non-essential community engagement activities or postpone them until further notice.</p> <p>Local laws and regulations must be followed above everything else.</p>
Disclaimer	<p><i>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</i></p>



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I. Interactions with community stakeholders and Community Committee	
Multi-stakeholder dialogue	
Multi-stakeholder dialogue that is inclusive, responsive, and material with local and community stakeholders, is a powerful engagement tool in achieving our Responsible Business and Stakeholder Engagement goals.	
1	Consider holding virtual dialogues. There are multiples tools and connectivity constraints that need to be considered; some tools include videoconference, phone, and written discussion. Choose the tool that is more suitable for the local context.

I. Interactions with community stakeholders and Community Committee	
1.1	Limit the discussion to the interested stakeholders in the selected topics to be discussed and share the invitation to them. Ensure stakeholders' selection is diverse and inclusive.
1.2	Determine topics that can and cannot be discussed with multiple stakeholders simultaneously and virtually, due to privacy concerns. Topics that imply more significant privacy concerns should be undertaken through one-on-one virtual or in-person dialogue. See other in-person community activities for more recommendations.
1.3	Consider the following suggested agenda when holding a virtual meeting: <ul style="list-style-type: none"> a. Welcoming message b. Ground rules of the discussion c. Purpose of the discussion d. Topics (tip: turn topics into questions that drive to the outcomes you're looking for.) e. Next Steps.
Community Committee	
Community Committees provide the opportunity for Community Members to have ongoing communication with CEMEX on priority issues and address proposals to improve CEMEX social performance outcomes.	
2.	Consider holding virtual sessions with community committee members. Remember that members are recruited for their knowledge, role, and experience with issues related to the relation with CEMEX and its social activities. In the need of a face-to-face meeting, follow the recommendations below in section II. Community centers and face-to-face activities within CEMEX's premises.
Grievance Procedures	
Transparency with the community in terms of measures to avoid or mitigate impacts is key.	
3	Follow-up and continue providing relevant information to stakeholders through virtual communication. In the need of a face-to-face meeting, follow the recommendations below in section II. Community centers and face-to-face activities within CEMEX's premises

II. Community centers and face-to-face activities within CEMEX's premises	
General guidelines for meetings within CEMEX premises	
1	Face-to-face meetings with visitors/third parties during the COVID-19 period should be avoided as much as possible. When carrying out in-person activities, limit the number

II. Community centers and face-to-face activities within CEMEX's premises	
	of people in attendance to a minimum so that each participant can stay at least 6 feet / 2 meters from other people.
2.	If a face-to-face meeting is necessary, it should be pre-authorized by your supervisor.
3.	CSR personnel should inform in advance to their visitors, to be aware of the applicable procedures to access to CEMEX's premises, such as screening at the entrance, measure of body temperature, answer a questionnaire, the use of face mask, sign in/out of the site/office using their own pen, etc. Please refer to the "Face-to-face Meetings" and "Access Control Screening" protocols for further information.
3.1	Visitors to any CEMEX facility will be screened at the entrance for related COVID-19 symptoms based on a visual inspection, screening equipment, and/or questionnaire. These measures will only be applied where local regulations permit it.
3.2	The screening process will include, if legally allowed, body temperature measurement using a contactless thermometer. Additionally, the visitor's health history to identify 'at risk' factors, could include: <ul style="list-style-type: none"> a. Fever (higher than 37.3 °C) and/or any of these symptoms: cough, shortness of breath. b. Vulnerability by virtue of age, underlying health or clinical condition, and/or pregnancy. c. Exposure by living with someone in self-isolation or a vulnerable person.
3.3	If any individual at the reception area has a fever or respiratory symptoms, the individual should be instructed to wear a mask immediately and be directed to the isolation room. Coordinate with Plant the location of the isolation room; each operation will have at least one isolation room. Before any meeting, all attendees should be reminded that If they have any fever/respiratory symptoms, they should not be visiting our facilities.
3.4	Once in the isolation room, a doctor (wearing appropriate disease protection gear) should perform a medical evaluation, or arrangements to be picked up by an ambulance should be made, especially if the individual is too ill to leave the office. In any case, please notify your local HR of any suspected or confirmed cases.
3.5	If the visitors can leave the office on their own, s/he should avoid public transport when leaving the building. Whether a family member or third person picks them up, the visitor should wear a mask to minimize the other individuals' exposure.
4	Meetings should be previously assessed to identify any additional controls that might be needed.
4.1	Promote meetings, preferably in an open space environment, e.g., terrace, garden, open common areas.
4.2	In preparation and during meetings, be sure to wash your hands frequently and thoroughly. Follow sneezing/coughing etiquette and the recommendations for hand sanitizing when touching elevators buttons, doorknobs, handrails, keyboard and mouse,

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	printers/scanners, meeting rooms chairs, tables, screens, projectors, telephones, boards, and markers. Please refer to the "Personal Hygiene" protocol for further instructions.
Meeting room measures	
5.	If the meeting is held in a room, ensure proper cleaning and disinfecting of the area, mainly where people have direct and constant contact (chairs, desks, doors, doorknobs, or any other surface) prior and especially after completing a session with visitors.
5.1.	Make sure ventilation is available by keeping doors and windows open and avoid handling doorknobs. Please refer to "Face-to-face Meetings" protocols for further information.
6.	<p>People attending the meeting must:</p> <ul style="list-style-type: none"> a. Wash their hands thoroughly and wear masks before entering the room or area. Please refer to the "Personal Hygiene" protocol for further Information. b. Need to guarantee physical distancing of 2 meters (6 feet), preventing face-to-face positioning. And avoid any skin-to-skin contact like handshakes or physical contact like touching or exchanging supplies or equipment. Please refer to the "Physical Distancing" protocol for further information.
7.	A meeting should be held with a group of people that allows for proper physical distancing, depending on the room's size and characteristics and preferably on a ventilated environment. The lower the density, the better.
8.	Encourage participants to cover their faces with the bend of their elbow or a disposable tissue if they cough or sneeze. Supply disposable tissues and closed bins for proper disposal, better if it is a foot-operated waste bin.
9.	It is recommended to have enough hand sanitizer and disinfecting wipes available for all the participants in the meeting.
10.	In case calls must be attended while interacting in meetings, it is recommended to use a hands-free device and not share cellphones.
11.	Exchange of pens, pencils, or electronic devices should be prohibited. To document the group's assistance, use photographs and/or previous printed list of expected assistants that will be only managed by the responsible of the meeting.
12.	Foodservice and catering should be avoided.
13.	Leave a gap between each ending and starting meeting (i.e., staggered meetings).
14.	Attendees should be responsible for sanitizing the area they occupied after completing each meeting, especially if no cleaning crew is available.
14.1.	A thorough cleaning scheme must be in place for offices and meeting rooms to ensure these areas are free from potential COVID-19, at least twice a day.

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	This includes but not limited to desks/tables, chairs, doorknobs, floors, and commonly used articles in the room. Please refer to the "Workplace Cleaning" protocol for further information.

III. Volunteering activities	
Corporate Volunteering CEMEX UNITE program	
The Corporate Volunteering CEMEX UNITE program promotes every employee's social commitment as part of the culture at CEMEX. It aligns the volunteering initiatives with the company's strategy and promotes new projects. It seeks out motivation and involvement from staff as part of their commitment to company supported social issues, to be able to contribute, along with the community, to its improvement and to help it reach its objectives.	
1.	During the COVID-19 scenario, all physical events, donations, and counseling is strictly restricted unless approved by CEMEX UNITE under strict rules and conditions.
2.	Consider virtual volunteering opportunities available in the CEMEX UNITE online tool. Activities include mentoring youth, Small and Medium-sized Enterprises (SMEs), and supporting local and international Non-Governmental Organizations (NGOs). For translation needs, please contact the Responsible Business area and CEMEX UNITE team.
3.	One of the common volunteering activities that can be proposed during the COVID19 is to support the elderly and other vulnerable groups to deliver food and basic supplies.
3.1	For elderly support activities, please consider that older adults are at a significantly increased risk of severe disease following infection from COVID-19. Please reinforce all preventive measures, especially wearing appropriate COVID-PPE, physical distancing, and hygiene measures.
3.2	When the volunteering activity is delivering food and/or basic supplies: <ul style="list-style-type: none"> a. Use COVID-PPE all the time of delivery (COVID-PPE could include gloves, facemasks, goggles or a face shield, and gowns) b. Establish designated pick-up zones for people to help maintain physical distancing. c. Practice physical distancing when delivering food or supplies. d. Ensure that any wrapping and packaging processes ensure food contamination prevention. e. Frequently disinfect high-touched surfaces during the delivery.

III. Volunteering activities	
Volunteering activities outside CEMEX's premises	
4.	In volunteering events outside, CEMEX's premises reduce the number of people in attendance at a minimum and consider holding them outdoors wherever possible.
5.	For previous evaluation of the event conditions, use the six variables defined by CEMEX to quantify the contagion threat for gatherings: <ul style="list-style-type: none"> a. Location of the Event b. Premise Layout c. Origin of Participants d. Sanitary Measures e. Number of Attendees f. Physical Distance Please refer to the "Event concentration" protocol for further information.
5.1	Please consider sharing this information to the Global Security Operation Center (GSOC) or your local SOC or Security Manager in case assistance or support
6.	During all activities, maintain a physical distancing of 2 meters (6 feet) with other members and the general public that participate.
7.	Encourage participants to cover their faces with the bend of their elbow or a disposable tissue if they cough or sneeze. Supply disposable tissues and closed bins to dispose of them. If the people are not attending these health and coughing/sneezing etiquette instructions, please contact the organizer.
8.	Avoid sharing any items like documents, pens, etc. during the activity.
9.	Always wash your hands thoroughly after leaving home or work facility and continue doing it regularly at the event, especially before and after comfort breaks, lunch breaks, etc.
10.	When volunteers participate in physical activities, the Responsible Business area should provide them proper COVID-PPE and, when possible, bring COVID-PPE for other community participants. All physical contact, even if COVID-PPE equipment is in use, must be avoided.
11.	For all the events must have enough hand sanitizer available for all the participants in the activity.
12.	After finishing the activity, wash your hands before getting to your vehicle or use hand sanitizer.

IV. Gathering information and research activities in the communities	
1.	Make the most of online sources and technological tools (group phone calls, videoconference, social media, e-mails, other digital platforms, two-way radios.) to gather information on a time where physical contact is less desirable.
2.	In case you need to consult the community, or make some research effort carefully, evaluate the use of face-to-face techniques only when it is absolutely necessary. Please refer to the "Face-to-face Meetings" protocol for further information.
3.	In case you have determined face-to-face information gathering is necessary, then follow the recommendations listed below in section VI. Traveling to attend activities outside CEMEX's premises
4.	<p>Try to avoid gathering information techniques that require meetings of people, such as focus groups, to minimize physical contact and crowding.</p> <p>However, in case these techniques are absolutely necessary:</p> <ul style="list-style-type: none"> a) Ensure they are developed in large and ventilated spaces so that it is possible to let the participants be separated by at least 2 meters (6 feet). b) You could also develop this activity in open spaces, such as parks, only if you can provide enough equipment and supplies for the participants' comfort (i.e., chairs, tables). If so, cleaning and disinfection before and after the event should follow the same general principles used in healthcare settings: removal of dirt and disinfection using a particular set of disinfecting products. The Responsible Business area should approve these cases. c) Make sure there is enough hand sanitizer for all the people in the activity, the staff developing the study are using COVID-PPE (gloves, face masks, goggles or a face shield, and gowns), and when possible bring COVID-PPE for other community participants.
5.	During the gathering of information, make sure they carry them out, respecting physical distance measures, and wearing face masks.

V. Visits to schools and communities	
1.	Before visiting, ensure that the visit is absolutely necessary. If it is, contact the head of the community or school.
2.	Ensure that people in the school/community are well informed of the visit duration and purpose. Make sure attendees are kept to a minimum and have only those that are indispensable attend.
3.	For the transfer to the schools and communities, follow the recommendations listed below in section VI. Traveling to attend activities outside CEMEX's premises
4.	CEMEX personnel should agree in advance with local contacts involved in the organization of the visits, all the preventive measures to consider before, during, and after the event.

V. Visits to schools and communities	
4.1.	Spaces where the visit will be held must be sanitized beforehand and well ventilated before, during, and after the visit. If third parties do not comply with this recommendation, their visit should be prohibited.
4.2	CEMEX employees and those that are being visited must use COVID-PPE equipment. If those that are being visited do not have COVID-PPE equipment or do not follow the necessary precautions, then the visit must be canceled.
4.3	CEMEX employees and those that are being visited must sanitize their hands beforehand. All physical contact is strictly prohibited.
4.4	A list of attendees, including CEMEX employees, community, or school members, must be developed. Please prefer digital formats, avoiding stationary exchange.

VI. Traveling to attend activities outside CEMEX's premises	
1.	In case a face-to-face meeting is necessary, then traveling to and from the site, outside CEMEX premises, should follow the following necessary precautions, including different mobilization variations. Please refer to "Face-to-face Meetings" and "On-road Activities" protocols for further information.
2.	If possible, commute avoiding public transportation. If public transportation is required, always maintain safe physical distance and use facemasks. Avoid touching your face after touching handrails, doorknobs, or any other surface; wash or sanitize your hands immediately after getting off public transport.
3.	If transportation provided by CEMEX is going to be used: <ul style="list-style-type: none"> a. Vehicle cabins should be cleaned after every journey. b. If using cleaning crew, train and equip them appropriately, including posting a "This cabin has been sanitized" card or sign. i.e. c. The vehicle should be cleaned using gloves and standard cleaning products, emphasizing handles, and other surfaces that passengers may touch frequently.
4.	Whenever possible personnel should travel alone using their own transport: <ul style="list-style-type: none"> a. Journeys should be shared with the same individuals and with the minimum number of people at any moment. b. Wear facemasks to protect yourself and others. c. Maintain proper ventilation (i.e., keeping the windows open) and face away from each other during the journey. d. Maintain cleanliness and hygiene in the cabin, especially if shared with other family members, clean and disinfect the steering wheel, door handles, frequently used levers and buttons, seats, and in general, anything you usually touch with your hands. e. Whenever entering the cabin, it is recommended to spray shoe soles with a chlorine-based solution and wash/sanitize hands.

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	<ul style="list-style-type: none"> f. If the vehicle is typically shared with other family members, prepare it next use by disinfecting the keys, cabin, door handles, etc. When cleaning the cabin, it is advisable to let it ventilate for ten minutes. g. Dispose of any tissue or other waste in a closed bin. h. Try to have a sanitizing solution available.
<p>5.</p>	<p>Where public transport is the only option, consider:</p> <ul style="list-style-type: none"> a. Schedule the activity to reduce congestion on public transport and the workplace entrance. Avoid using public transport, especially during peak times. b. During the journey, you must wear COVID-PPE (e.g., facemask), trying to maintain physical distancing, and avoid as much as possible touching surfaces. c. Do not touch your face. d. It is mandatory to use hand sanitizing as soon as getting off public transport before entering the meeting facility.
<p>6.</p>	<p>During the trip to/from the event, consider the following recommendations:</p> <ul style="list-style-type: none"> a. When using toll highways/roads and/or gas and service stations, make sure you clean and sanitize your hands after receiving the toll tickets and/or money. If possible, use contactless technology such as pre-paid or contact-less card or toll applications. b. Identify and select proper rest areas; review national and regional guidelines. c. Select and use only hotels or rest areas, which guarantee sanitization protocols for rooms and services d. When using hotels or rest areas, make sure you clean and sanitize your hands after using cash and, if feasible, use debit/credit cards. e. When using paid food services, make sure you clean and sanitize your hands after using cash and, if feasible, use debit/credit cards. f. If feasible, use pre-prepared meals and refillable drinking bottles from home, individually packaged drinks, and meals. g. Wash your hands thoroughly as per WHO recommendations before eating. h. Avoid interactions with other people who DO NOT use proper COVID-PPE according to the local health authority. This could include, but not limited to, face masks, face shields or glasses, hand sanitizers. <p>Please refer to the "On Road" protocol for further information.</p>
<p>7.</p>	<p>When arriving home, follow the next guidelines:</p> <ul style="list-style-type: none"> a. Do not touch anything when entering the house, until disinfected. b. Take off your shoes and leave them in a place separate from the rest. There is also the option of preparing a container with water and chlorine and introducing the soles to disinfect. If possible, leave the shoes outside the door, and use only one pair of shoes for work. c. Remove clothing and wash with detergent or leave in a bag for separate washing. d. Leave a tray at the entrance to put bags, wallets, and keys.

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	<ul style="list-style-type: none"> e. Disinfecting the cell phone is essential, as it is something that is always used every day. f. It is also important to clean house surfaces that may have been in contact with something that has come from outside. i. Once you have finished all of this, rewash your hands with soap or preferably take a shower. <p>Please refer to the "Home-Work-Home Commuting" protocol for further information.</p>

VII. Community Garden Centers Operation	
1.	Community Garden personnel must follow the recommended guidelines from CEMEX and WHO related to personal hygiene and precautions to prevent COVID19 contagion.
2.	Limit close contact with others by maintaining a distance of at least 2 meters (6 feet), when possible.
3.	Community Garden personnel should be provided with portable cleaning kits, including hand sanitizer, cleaning wipes, etc., and it should be part of their toolkit.
4.	Proper hand hygiene is an important infection control measure. Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol. Please refer to the “Personal Hygiene” Protocol for further information.
5.	Avoid touching your eyes, nose, or mouth.
6.	Where the company provides overalls or uniform washing services, this should be increased in frequency (cleaning) to ensure proper clothing availability for maintenance crew members. Clean overall/uniforms should be worn each shift wherever possible.
7.	Surfaces that are frequently touched with hands should be cleaned often, especially in areas close to plants or seeds, to avoid any damage.
8.	<p>All used garden and farming tools and equipment should be cleaned and disinfected frequently during the day and before to be stored after use.</p> <p>It is recommended to avoid sharing the tools between people at the Greenhouse, considering gloves as a personal item that cannot be shared.</p>
9.	COVID-PPE (COVID-PPE could include gloves, face masks, goggles or a face shield, and gowns) should be worn in closed areas with no natural ventilation and several people inside the place.
Attending visitors at the Community Garden Centers	

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10.	Activities at the Community Garden Centers with visitors/third parties during the COVID-19 period should be avoided as much as possible. When carrying out in-person activities, limit the number of people in attendance to a minimum.
11.	If face-to-face activity is necessary, it should be pre-authorized by your supervisor.
12.	Community Garden personnel should inform in advance to their visitors, to be aware of the applicable procedures to access to CEMEX's premises, such as screening at the entrance, measure of body temperature, answer a questionnaire, the use of face mask, sign in and out of the site or office, using their own pen, etc. Please refer to the "Face-to-face Meetings" and "Contractors and Visitors" protocols for further information.
12.1.	Visitors will be screened at the entrance for related disease symptoms based on a visual inspection, screening equipment, and/or questionnaire. These measures will only be applied where local regulations permit it.
12.2.	The screening process will include if legally allowed, measure body temperature using a non-contact thermometer. Additionally, the visitor's health history to identify 'at risk' factors, could consist of: <ul style="list-style-type: none"> a. Fever (higher than 37.3 °C) and/or any of these symptoms: cough, shortness of breath. b. Vulnerability by virtue of age, underlying health or clinical condition, and/or pregnancy. c. Exposure by living with someone in self-isolation or a vulnerable person.
12.3.	If any individual at the reception area has a fever or respiratory symptoms, then the individual should be instructed to wear a mask immediately and directed to the isolation room.
12.4.	Once in the isolation room, a doctor (wearing appropriate disease protection gear) should perform a medical evaluation, or arrangements to be picked up by an ambulance should be made, especially if the individual is too ill to leave the office. In any case, please notify your local HR of any suspected or confirmed cases.
12.5.	If visitors can leave the office on their own, s/he should avoid public transport when leaving the building. Whether a family member or third person picks them up, the visitor should wear a mask to minimize the exposure of the other individuals. Regarding an external person's transportation, the recommendations listed below in the section of this document: <i>"IV. Traveling to attend activities outside CEMEX's premises"</i> could also apply.
13.	Activities should be previously assessed to identify any additional controls that might be needed.
13.1.	Promote activities, preferably in an open space environment, e.g., terrace, garden, open common areas.
13.2.	In preparation and during activities, be sure to wash your hands frequently and thoroughly. Follow sneezing/coughing etiquette and the recommendations for hand

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	sanitizing when touching elevators buttons, doorknobs, handrails, keyboard and mouse, printers/scanners, meeting rooms chairs, tables, screens, projectors, telephones, boards, and markers. Please refer to the "Personal Hygiene" protocol for further instructions.
13.3.	Identify in advance if any farming tools are necessary for the Community Garden activities and guarantee their previous cleaning and disinfection. Encourage attendants to not share any tools or materials during the activities, unless they clean and disinfect these between each use.
Community Garden and room measures	
14.	If community activities are held in a room, make sure proper cleaning and disinfecting of the area is done, mainly where people have direct and constant contact (chairs, desks, doors, doorknobs, or any other surface) before, and especially after completing a session with visitors.
14.1.	Make sure ventilation is available by keeping doors and windows open and avoid handling doorknobs.
15.	People attending the activity at the Community Garden Centers or in a room must: <ul style="list-style-type: none"> • Wash their hands thoroughly and wear masks before entering the room or area. Please refer to the "Personal Hygiene" protocol for further Information. • Need to guarantee physical distancing of 2 meters (6 feet), preventing face-to-face positioning. And avoid any skin-to-skin contact like handshakes or physical contact like touching or exchanging supplies or equipment. Please refer to the "Physical Distancing" protocol for further information.
16.	Activities should be held with a group of people that allows for proper physical distancing, depending on the size and characteristics of the space used and preferably on a ventilated environment. The lower the density, the better.
17.	Encourage participants to cover their faces with the bend of their elbow or a disposable tissue if they cough or sneeze. Supply disposable tissues and closed bins for proper disposal, better if it is a foot-operated waste bin.
18.	It is recommended to have enough hand sanitizer and disinfecting wipes available for all the participants in the activities.
19.	Exchange of pens, pencils, or electronic devices should be prohibited. To document the assistance of the group, use photographs and/or previous printed list of expected assistants that will be only managed by the responsible of the activity.
20.	When the session is in a room, attendees should be responsible for sanitizing the area they occupied after completing the activities, especially if no cleaning crew is available.

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21.	<p>A thorough cleaning scheme must be in place for Community Garden Centers and meeting rooms to ensure these areas are free from potential COVID-19, at least twice a day.</p> <p>Please refer to the "Workplace Cleaning" protocol for further information.</p>
Volunteering activities outside CEMEX's premises	
22.	<p>During the COVID-19 scenario, all physical events, donations, and counseling are strictly restricted unless approved by CEMEX UNITE under strict rules and conditions.</p> <p>Please refer to the "Community Engagement" protocol for further information.</p>
23.	<p>In volunteering events outside, CEMEX's premises reduce the number of people in attendance at a minimum and consider holding them outdoors wherever possible.</p>
24.	<p>For previous evaluation of the event conditions, use the six variables defined by CEMEX to quantify the level of contagion threat for gatherings:</p> <ul style="list-style-type: none"> g. Location of the Event h. Premise Layout i. Origin of Participants j. Sanitary Measures k. Number of Attendees l. Physical Distance <p>Please refer to the "Event concentration" protocol for further information.</p>
25.	<p>During all activities, maintain a physical distancing of 2 meters (6 feet) with other members and the general public that participate.</p>
26.	<p>Encourage participants to cover their faces with the bend of their elbow or a disposable tissue if they cough or sneeze. Supply disposable tissues and closed bins to dispose of them. If the people are not attending these health and coughing/sneezing etiquette instructions, please contact the organizer.</p>
27.	<p>Avoid sharing any items like farming tools, documents, pens, etc. during the activity,</p>
28.	<p>Always wash your hands thoroughly after leaving home or work facility and continue doing it regularly at the event, especially before and after comfort breaks, lunch breaks, etc.</p>
29.	<p>When volunteers participate in physical activities, CRS should provide them proper COVID-PPE (COVID-PPE could include gloves, face masks, goggles or a face shield, and gowns) and when possible bring COVID-PPE for other community participants. All physical contact, even if COVID-PPE equipment is in use, must be avoided.</p>
30.	<p>For all the events must have enough hand sanitizer available for all the participants in the activity.</p>

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31.	After finishing the activity, wash your hands before getting to your vehicle or use hand sanitizer.
Training for the communities and reforestation events	
32.	Before the event, ensure that the visit is absolutely necessary. If it is, contact the head of the community.
33.	Ensure that people in the community are well informed of the event duration and purpose. Make sure attendees are kept to a minimum and have only those that are absolutely necessary to attend.
34.	For traveling to the communities, follow the recommendations listed below in the section of this document: " <i>VI. Traveling to attend activities outside CEMEX's premises</i> ".
35.	CEMEX personnel should agree in advance with local contacts involved in the organization of the visits, all the preventive measures to consider before, during, and after the event.
35.1.	If the place of the activity is going to be a closed space must be sanitized beforehand and well ventilated before, during, and after the visit.
35.2.	In an open space activity, avoid conglomerations and follow the recommendations for physical distance. Please refer to the "Physical Distance" protocol for further information.
35.3.	CEMEX employees and those that are going to participate must use COVID-PPE equipment; if those that are being visited don't have COVID-PPE equipment and don't necessary precautions, the visit must be canceled.
35.4.	CEMEX employees and those that are being visited must sanitize their hands beforehand. All physical contact is strictly prohibited.
35.5.	If CEMEX is providing the farming tools for the activities, a thorough cleaning scheme must be in place to ensure these are free from potential COVID-19. Cleaning and disinfection should be done before and after the activity. Encourage attendants to not share any tools or materials during the activities, unless they clean and disinfect these between each use.
35.6.	A list of attendees, including CEMEX employees and community members, must be developed if a problem arises.