CEMEX Maintenance crew Business Continuity Plant for COVID-19	Protocol for Maintenance crew due to ongoing measures related to COVID-19 scenario.
Propose of the Protocol	This protocol provides details and the steps which should be taken if a member of staff of the Maintenance crew is suspicious or confirmed as having COVID-19.
Who does this protocol apply to	This protocol applies to all CEMEX Maintenance crews worldwide. The Plant RRT should take responsibility for implementing it. An evaluation must be done to determine the minimum level of personnel to operate the shift
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V. Table of Possible Recovery Strategies and applicability (summarized version)

I. Actions to implement for continuous activity during COVID19 pandemic	
1.	Maintenance personnel must follow the recommended guidelines from CEMEX and WHO related to personal hygiene and precautions to prevent COVID19 contagion.
2.	Maintenance weekly plans should be prepared considering the number of people that will need to be working close to each other during any particular activity to minimize close contact interactions.
3.	Maintenance crews should be provided with portable cleaning kits including hand sanitizer, cleaning wipes, etc. and it should be part of their toolkit
4.	Limit close contact with others by maintaining a distance of at least 2 meters (6 feet), when possible. Where 2 meters (6 feet) cannot be maintained, then it is recommended to reschedule the maintenance activity when being possible.
5.	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.
6.	Key times to clean hands in general include: a. Before, during, and after preparing food b. Before eating food c. After using the toilet d. After blowing your nose, coughing, or sneezing
7.	Additional times to clean hands on the job include: a. Before and after work shifts b. Before and after work breaks c. After touching frequently touched surfaces d. After removing any Personal Protective Equipment (PPE) e. After performing maintenance tasks such as handling untreated human waste
8.	Avoid touching your eyes, nose, or mouth.
9.	Provide additional handwashing facilities to the usual welfare facilities if a large spread out the site or significant numbers of personnel are on site.
10.	Where the company provides overalls or uniform washing services, this should be increased in frequency (cleaning) to ensure good availability of clothing for maintenance crew members. Clean overall/uniforms should be worn each shift wherever possible.
11.	Break times should be staggered to reduce congestion and contact at all times.
12.	Break rooms and canteens need to be set up in a way that people can be sited with enough separation distance between each other and a clear maximum occupancy should be stated at the entrance of the room and in several places inside the room.

I. Actions to implement for continuous activity during COVID19 pandemic	
13.	Eating at the work area should be avoided and drinking water or liquids should be provided in individual disposable bottles.
14.	Keep social distancing measures when working at plant workshops and clean any controls and buttons before operating the machinery. Use protective gloves (if safe to do according to the SOP for the machine)
15.	Clean touch areas and controls before and after using any vehicle on-site including utility cars, mobile plants, etc.
16.	If maintenance crews need to travel to an area of the site that is distant, reduce the number of people traveling in the same vehicle (e.g. 1 person per vehicle, 1 person on each of the vehicle rows, leave free space between seats in vehicle rows with more than 2 seats, etc.)
17.	When using contractors for maintenance activities they need to comply with all relevant COVID19 protocols that are applicable.
18.	Shift changeovers are recommended to be done remotely. If not possible, 2 meters (6 feet) distance is recommended between people.
19.	Before leaving the site, remove work clothes and wash hands thoroughly before reaching your car or means of transportation.
20.	Workers must not share their pre-job risk assessment booklets (Take 5, Worksafe) with others e.g. for checking/inspection purposes.
21.	Other site documentation such as permits to work, risk assessments, procedures, etc. should be kept under the control of one person who is responsible for communicating it to relevant personnel and, where possible, to sign them on their behalf to avoid exchanging documentation.

II. Actions to be taken according to the discovery scenario.	
1.	One or more cases in Maintenance crew staff may present with different discovery scenarios: A. The person feels ill and reports sick from home. B. The person is detected with cold-like symptoms upon entering the plant. C. The person enters the Maintenance crew without symptoms and has discomfort/symptoms during his shift.

Scenario A. Actions to be taken when the affected person reports sick from home.	
1.	Request the affected person to receive medical attention by applying contagion preventive measures (use of a mask, hand washing, deep cleaning of their home, not sharing food and staying isolated as much as possible).
2.	If the Maintenance crew can operate without the affected person, keep the shift with the reduced group until the end of it.
3.	Otherwise, request substitute Maintenance crew personnel requiring a member of other Maintenance crew shifts.

Scenario A. Actions to be taken when the affected person reports sick from home.	
4.	Provide the affected person with guidelines for care at home and care for their relatives. Refer to PANDEMICS-Quarantine protocol.
5.	Follow up on affected personnel and their families, preferably by HR.

Scenario B. Actions to follow when the affected person is detected with cold-like symptoms upon entering the plant.	
1.	Do not allow entry and follow the “PANDEMICS - Screening protocol”.
2.	Follow the actions indicated in "Scenario A" above.

Scenario C. Actions to be taken when the affected person enters the Maintenance crew without symptoms and presents discomfort/symptoms during his/her shift.	
1.	The suspicious person must go home, call a doctor/medical center and ask what to do.
2.	Apply in the work area, with due care, the PANDEMICS-Social distancing protocol, and PANDEMICS-Workplace cleaning procedures.
3.	Reinforce constant cleaning to the shared tools and accessories (including radios).
4.	Request the remaining of the Maintenance crew group to prepare the transfer of operation from this to a new Maintenance crew group.
5.	Request to the required personnel from other Maintenance crew group to come urgently to Plant.
6.	Before changing personnel, reapply the PANDEMICS-Social distancing protocol and PANDEMICS-Workplace cleaning procedures.
7.	Allow entry to the work area only to personnel from Maintenance, staff from other departments should not enter.
8.	Send home colleagues of the affected person who has been in contact, they should call a doctor/medical center and ask what to do.
9.	Provide the affected person and Maintenance crew colleagues with guidelines for care at home and care of their relatives. Refer to PANDEMICS-Quarantine protocol.
10.	Continue the operation of the Maintenance crew with the new group.
11.	Follow up on affected personnel, Maintenance crew colleagues and their families. Preferably by HR.

III. Actions to be taken in case of unavailability of critical personnel	
1.	Assess the level of affectation to critical processes to define which strategies are more suitable, considering the circumstances and triggers below: <u>Possible duration of the unavailability</u> a) 14 days when critical personnel are in quarantine (due to identified exposure or having symptoms without confirmation of COVID-19)

III. Actions to be taken in case of unavailability of critical personnel	
	b) >14 days when Critical personnel absent due to confirmation of COVID-19 <u>Possible consequences in case of critical personnel unavailability</u> a) Minor impact when the absence decreases productivity, but without interrupting critical processes. b) Major impact when unavailability leads to disruption of critical processes.

IV. Possible Recovery Strategies and applicability	
1.	The following are just guidelines for the selection of possible recovery strategies, that could apply due to the duration of the unavailability and/or the level of impact identified.
If the possible duration of the unavailability is 14 days with minor Impact	
1.	Distribute tasks among the available staff of the shift to cover the functions of the absent person
2.	Activate the deputy appointed according to the BCP to cover the absent person
3.	Take staff from another shift to cover the absence
4.	Extend the duration of shifts if it is required to cover the operation
If the possible duration of the unavailability is more than 14 days with major Impact	
1.	Reduce to the minimum the personnel within the Maintenance crew in each shift, to maintain the operation with the skeleton and distribute the available staff in the different shifts
Additional options to evaluate according to viability (based upon local regulations and industry practices)	
1.	Seek multifunctional personnel from other departments that could cover relevant activities of Maintenance (induction and training could be required)
2.	Seek personnel from other plants that can be transferred to operate (if travel protocols and restrictions allow it)
3.	That retired personnel can be called to operation (induction and training could be required)
4.	Seek with industry associations to hire temporarily or make a swap from other maintenance experts (induction and training could be required)
5.	Look for outsourcing services from specialized providers that have the availability of experts with the skills needed.
6.	Use available technology for virtual support, refer to PANDEMICS-Field remote support protocol

V. Table of Possible Recovery Strategies and applicability (summarized version)				
Recovery Strategies	**Estimated duration**		**Level of Impact**	
	14 days	**> 14 days**	**Minor**	**Major**
a. Distribute tasks among the available staff of the shift to cover the functions of the absent person	X		X	
b. Activate the deputy appointed according to the BCP of the plant to cover the absent person	X		X	
c. Substitute staff with personnel from shift to cover the absence	X	X	X	X
d. As necessary, extend the duration of shifts to cover the operation	X	X	X	X
e. Reduce to the minimum the personnel within the Maintenance crew in each shift, to maintain the operation with the minimum skeleton and distribute the available staff in the different shifts		X		X
Additional options to evaluate according to viability (based upon local regulations)				
f. Seek multifunctional personnel from other departments that could cover relevant activities of Maintenance (induction and training could be required)		X		X
g. Seek personnel from other plants that can be transferred to operate (Please refer to PANDEMICS – Travel Protocol)		X		X
h. Retired personnel can be called to operation (consider that induction and update training could be required)		X		X
i. Seek with industry associations to hire temporarily or make a swap from other maintenance experts (induction and training could be required)		X		X
j. Look for outsourcing services from specialized providers that have the availability of experts with the skills needed.		X		X
k. Use available technology for virtual support, refer to PANDEMICS-Field remote support protocol		X		X