

CEMEX Protocol	Travel Protocol
Abstract	This protocol provides recommended preventive measures for traveling during a Pandemic scenario of COVID-19, mostly related to essential business trips. It provides advice on preparations for travel, recommendations for while traveling, and general travel security recommendations. Finally, some guidelines in case you are traveling for personal reasons.
Who does this protocol apply to	This protocol applies to all CEMEX employees. The Plant RRT/managers/employees should take responsibility for implementing it.
Important note	This protocol is generic and cannot consider the different levels of COVID-19 cases in different countries, government, health authorities' guidance, and the response and actions their citizens should take. Always listen to government advice before taking action and consult with your local legal department on the implementation of this protocol, in order to comply with local laws and regulations. This protocol is also subject to the latest Corporate Security Department's advice and/or approval to travel.
Disclaimer	Copyright ©2020 Cemex Innovation Holding AG. 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 exclusive 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.



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I. Introduction	
Context	
1.	Employees who are traveling for essential business trips or personal reasons (vacation, home leave, visiting relatives, or friends) are at higher risk of COVID-19 contagion. Additionally, common crime and social unrest could increase in some regions as the economic impacts of lockdowns increase. Remember, you should not travel if you feel sick or travel with someone who is sick. Before travel, employees must be aware of how to protect themselves and others, including access to and correct PPE usage.
Corporate travel policy	
2.	Following Corporate Traveling Policy in the context of the COVID-19 outbreak, all employees traveling to medium or high-risk countries must self-quarantine for 14 days and may require a negative COVID-19 PCR test result before returning to the workplace.
3.	If PCR testing is not available, the traveler may choose to use the symptom-based or time-based strategy for discontinuation of transmission-based precautions, or extend the period of isolation beyond the symptom-based or time-based strategy duration, on a case by case basis in consultation with local and state public health authorities. To know the latest version of the symptom-based and time-based strategies, check the following link of the CDC (Centers for Disease Control and Prevention). Testing for COVID-19 is conditioned by local government authorization in most countries.
4.	Travel restrictions are subject to continually changing considerations, and the Global Corporate Security define and update travel restrictions based on analysis of various risk sources and latest developments.
Travel follow up	
5.	To be prepared to institute travel restrictions as the pandemic risk increases and

I. Introduction	
Context	
	communicate with travelers after changes in the pandemic alert level, it is necessary to put a travel tracking system into place. The Global Corporate Security team should manage this tracking system.
Traveler Kit	
6.	Consider preparing a travel kit to include emergency contact information, several sets of masks, thermometer, goggles, alcohol-based hand sanitizer.
6.1.	In some countries, the use of a facemask or other protecting equipment might be mandatory. Bring enough supplies to last on your stay since they might be scarce in some areas.
II. Preparing for Travel	
1.	Avoid non-essential travel, especially to high-risk infected areas.
2.	Check with your Local or Global Security the Country Risk Classification for the latest guidance and recommendations for each country to which you will travel.
3.	Every business unit should identify employees who have traveled to high-risk areas or non-local employees who might require evacuation.
4.	Perform a self-evaluation or visit health care services to check for symptoms of illness, before starting travel, and notify your immediate supervisor and stay home if sick. Do not travel if you are sick due to exposure to others, possible health complications, and/or probable force quarantine or isolation measures.
5.	Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor, Security Team, and/or local RRT. Also, refer to local healthcare services for how to conduct a risk assessment of their potential exposure.
6.	If traveling to countries with known outbreaks of epidemics or pandemics, or highly infected, <ul style="list-style-type: none"> a. If and when available, get vaccinated two weeks before travel. b. Inform Global Security of travel plans in advance: global.security@cemex.com c. Avoid traveling to specific outbreak areas.
7.	Many airlines suspend and reactivate inbound and outbound flights to some countries with short or no notice. Contact your airline for up-to-date information on flight schedules.
8.	Refer to Travel Country Restrictions document available on the CEMEX COVID-19 employee portal for further details on travel restrictions.
9.	Ensure you have enough medication in case you are forced to stay abroad longer than originally planned.

III. While traveling	
10.	Bring the traveler kit when traveling. Please see the Traveler Kit section.
11.	Allow sufficient time to pass through airports and train stations due to probable delays in stricter screening procedures. i.e., temperature screening, medical examination, or laboratory tests. US and UE points of entry are recommending at least 3 hours before departure.
11.1.	Bring your own pen to fill out travel forms (i.e., immigration, customs). Do not share your pen.
12.	Wear facemasks at all times, especially while traveling on a plane, train, or passing through any public gatherings, even more so when traveling to and from high-risk countries, regions, or areas.
12.1.	Also, consider wearing glasses or sunglasses for eye protection against droplets.

IV. While traveling and during your stay	
13.	Wash your hands often with soap and running water, especially after coughing or sneezing; if soap and water are not available, use alcohol-based hand sanitizer.
14.	Cover your mouth and nose with a tissue when you cough or sneeze and put the used tissue in the trash or closed bin; if you do not have a tissue, cough or sneeze into your flexed elbow or upper sleeve, not your hands. Wash or sanitize hands immediately.
15.	Always keep a safe 2 meter (6 feet) physical distance from each other, especially from confirmed or suspected COVID-19 patients at all times. Avoid direct contact.
15.1.	Avoid visiting hospitals and other medical facilities, unless it is necessary. In this case, inform the situation to Global Security or your HR representative as soon as possible.
16.	Avoid shaking hands, kissing, or hugging; instead, wave, bow, nod, or use any other culturally appropriate gesture for greeting others.
17.	Do not share food or drinks. If necessary, deny them politely.
18.	Avoid exchanging items like cell phones, pens, paper, identification (IDs). If the exchange is necessary, do not touch your face until you wash or sanitize your hands.
19.	Avoid touching high-transit surfaces like doorknobs, handrails, elevator buttons, walls, etc. If necessary, do not touch your face until you wash or sanitize your hands.
20.	Pay attention to announcements and guidance from the local government in your travel destination and monitor the local health and security situation.
20.1.	Be aware you may be required to self-quarantine for 14 days in your destination country as well as in your country when returning home.

20.2.	Consider that country regulations can change suddenly regarding quarantine.
20.3.	Enforce cybersecurity practices given hackers are pushing new phishing and malware scams taking advantage of coronavirus and COVID-19 fears with false emails and messages.
21.	Follow any movement restrictions and prevention recommendations, including travel restrictions to and from the affected areas. Follow Global Security department guidelines and further instructions: global.security@cemex.com
21.1.	Be ready for a sudden trip back in case of a resurgence of cases at your destination, transit locations, or home country.
22.	If you get flu or cold symptoms during your business trip, contact your supervisor or Security Team immediately and seek care from International SOS at: <ul style="list-style-type: none"> a. Americas: +1 215 942 8226 b. EMEA: +44 (0) 208 762 8008 c. Asia: +65 6338 780
23.	Liaise with local Embassies for foreign employees who might be subject to evacuation if required.

V. Travel Security Recommendations

1.	Travel only with the necessary documents and credit cards.
2.	Dress down and avoid wearing expensive jewelry or watches.
3.	Always maintain your passport, IDs, cards, and cash on a safety box in the hotel.
4.	Once arriving at the airport, use authorized taxis only, buy tickets inside the airport only. In general terms, app-platform-based taxis provide an acceptable level of security.
4.1.	Whenever possible, avoid public transport if it is not considered secure.
5.	Keep a close watch on briefcases and luggage, even in secure places like the lobby of your hotel.
6.	Take care when withdrawing money from ATMs or exchanging cash at the Bureau of Change. It's generally safer to use ATMs during daylight hours and inside shops or malls.
7.	Be wary of strangers approaching you or contacting you by phone asking for personal information or financial help.
8.	Avoid traveling alone, particularly at night.
9.	Be discreet about discussing your financial or business affairs in places where others may overhear you.

V. Travel Security Recommendations	
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| 10. | Always carry your mobile phone with enough battery. |
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VI. Personal Travel Guidelines	
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| 1. | While personal travel is not subject to Company scrutiny, it is advisable to follow all the travel recommendations on this Travel Protocol and share it with your family members or people accompanying you on your trip. |
| 2. | During a Pandemic, employees are obliged to inform if they have recently traveled to other countries or regions, especially high-risk COVID-19 ones. They might not be allowed to enter any of CEMEX premises due to screening procedures and forced to undergo a home-quarantine period. |
| 3. | If you or any of your family members or traveling partners or hosts get flu or cold or any COVID-19-related symptom during your business trip, contact the Security Team immediately. |
| 4. | Ensure you have medical insurance coverage for your family or traveling partners on your destination country if you need COVID-19 medical treatment. |
| 5. | Keep your family and travel partners informed of local government announcements and guidance in your travel destination and monitor the local health and security situation. |