

COVID-19 CONTINGENCY PLAN

Due to the epidemiological situation caused by COVID-19, in Colombia we are experiencing a situation of uncertainty, widespread fear, insecurity on the streets and the possibility of becoming infected when using public transportation. Many people are applying for vacations or are quitting work at the risk they face when transporting from home to the workplace.

For this reason, at FANA we are making several changes to ensure uninterrupted support of the team that take care of the children and help them avoid becoming infected.

Currently 92 children live in the institution between newborns and 14 years old, FANA has an obligation to preserve their lives and ensure their integral development.

The measures taken are as follows:

1. Limit entry to FANA to employees who work directly in childcare.
2. Reorganize the schedule of these workers so that they have to travel around the city as little as possible
3. Constant support in school activities for more than 50 children and fun activities to improve anxiety levels for children
4. Create preventive-sanitary measures (reinforcement plans for cleaning and disinfection of personnel and facilities) and routes of action to refer children to the emergency room
5. Send administrative staff to work from home; people who can do their job from long distance without affecting the service to children
6. Restrict the entry to FANA of volunteers, internship students, and visitors including those from biological families
7. Follow the recommendations of the Bogotá City Hall and close the direct service of the co-financed children's nursery school. The children were sent home with a reinforced grocery package, and teachers will monitor the families through the phone

1. Limit entry to FANA to employees who work directly in childcare.

Only the team of nursing assistants, pedagogy, task reinforcement, therapies, general service employees (cleaning), food service and psychosocial team can enter FANA

This contingency plan will be implemented for the time of quarantine from March 19 to April 13, 2020 or as long as the contingency lasts.

2. Reorganize workers' schedule so they have to get around the city as little as possible

To avoid crowds and contribute to the decongestion of public transportation in the city, and with the aim of ensuring that children continue safe, contingency hours are adopted at FANA from Thursday 19 March 2020

Area	Schedule
Administration	As required. Teleworking
Psychosocial	2 daily professionals from Monday to Friday
Nursing - Direct Care	Every other day 12-hour shift
General Services and Maintenance	Current Set Hours
Food service	Current Set Hours
Pedagogical Auxiliary Area Specialist	Current Set Hours

Psychosocial

- Virtual meetings of the entire team, TUESDAYs from 4:00pm-5:00pm and THURSDAYs from 8:30am-9:30am.
- Each professional will send a brief report reflecting the work done from home, every FRIDAY.
- Children and the professional will make phone calls to biological families to replace weekly visits
- Adoption Committee every WEDNESDAY from 8:30am-10:00am.
- Psychologists and social workers continue to work together and individually with children.

Direct-nursing care

It will normally care for children and focus on the processes of care, supervision and preventive management against the disease.

Will focus on:

- Babies' rooms (Newborn to 11-month old babies)
- Infants (11 to 23 months old babies)
- Chickens and penguins (children from 2 to 4 years old)
- School Eagles (children from 4 to 8 years old)
- Schooled Falcons (children aged 8 to 14 years old)

Therapies

The processes of care will continue to be carried out in therapies of: Phonoaudiology, occupational and physical, to ensure the proper development and care of children.

Pediatrics

FANA's pediatric service will carry out individual follow-ups and attentions and will be in constant observation and updating of the measures. At FANA it is the maximum body that generates the guidelines of control, prevention and management.

It will be pending the monitoring of the established protocols and that their compliance is carried out without EXCEPTION. It will be updating the protocols and measures according to the guidelines of the state entities in charge of the measure.

General Services

With regard to the cleaning and disinfection process the general services team is complying with the recommendations of the Secretary of Health and have a shock plan for the cleaning process.

Food Service

The food service continues to work in its entirety to provide food for the 92 children living in FANA plus their caregivers. Because employee hours are longer (due to the current contingency) many of them will have to consume breakfast and food at FANA in addition to the lunch they were already supplied from before. This causes food costs to increase

3. Constant support in school activities for more than 50 children and fun activities to improve anxiety levels for children

The equipment of the pedagogical area; teacher, pedagogy assistants and academic tutor keep taking care of the children as they always do. Each child has a package of homework that they must complete weekly and exams that they must prepare to take virtually at the end of the week. For this reason, the team has had to double its efforts to support children individually in carrying out their tasks.

We have a team of volunteers who help children virtually with some English and math tasks.

The KUNA team (who have been working at the foundation for more than 3 years) will continue to assist FANA on weekends by carrying out sports and recreational activities that generate a complementary and fun space for children to have a comprehensive development.

During the weekdays we will have study routines in the morning and in the afternoons, we perform playful and recreational activities, to maintain a balance and also manage the anxiety levels that children can present for the current situation. Some activities are movie with pizza, to find the treasure with doughnuts, etc.

4. Create preventive-sanitary measures (reinforcement plans for cleaning and disinfection for personnel and facilities) and routes of action to refer children to the emergency room

Protocol to use masks in FANA

All staff who will be working during quarantine were handed over 3 cloth clean masks, a plastic bag and a paper bag. With the following indications:

- The plastic bag is for placing the clean mask ONLY.
- The first mask is with which they leave their homes, when they arrive at Fana, in FANA's reception they remove it by touching only the strips.
- The second mask is that the one they will use during their day in Fana, they must remove it when leaving FANA and stored it in the paper bag.
- The third mask is to use it when the employee leaves FANA to his or her destination.
- When the employee arrives at his or her house, he or she must washed the 3 masks very well with soap so that they are ready for the next working day that, ant the masks will be used in the same way.

- The following plastic and paper bags must be obtained by each person and used according to their wear.
- The procedure is remembered regularly, and a video was made for easy remembrance.

Staff entry requirements

- Staff enter the building by the staircase outside and go down to the 0th floor, enter the bathroom and must wash their hands following the 11 steps to the elbows.
- Staff must bring a clean uniform stored in a plastic bag. In the visitor's room he or she will proceed to change the clothes with the uniform they bring, (the clothes that were brought are stored in the bag). Shoes, backpack, wallet, cell phones, glasses and other items worn (it is suggested to bring the minimum of items to FANA) should be disinfected with alcohol and towel. Finally, all employees must do a full hand wash with the 11 steps and place the second mask and go to the main entrance.
- At the end of the working day, the direct care staff (nursing), general services and food staff will leave the uniform they used at FANA, that must be marked with the employee name, on the bag and left in the basket located by area. These uniforms will be washed in FANA. They wear the clothes they arrived with, put the second mask in the paper bag, wash their hands, use the third mask and leave the foundation.

5. Send administrative staff to work from home; people who can do their job from long distance without affecting the service to children

Telework-scheduled personnel must perform their homework from home at the scheduled settled down, with permanent availability and with compliance responsibility.

Telework as a prevention action of COVID 19 will be subject to the legal framework in force, i.e. Law 1221 of 2008, but for the specific case the following rules will be followed:

- This modality shall apply to those who perform functions that can be performed virtually without affecting the operation of the Foundation
- Immediate bosses, through the administrative direction and the area of human resources, will report the workers who are given the option of telework, indicating the start date of the working days under that modality.
- All employees who are performing telework continue in constant communication with their supervisor.
- People over the age of 60 or with basic illnesses will not attend FANA during the contingency.

6. Restrict the entry of volunteers, internship students and visitors including those from biological families

In order to reduce the number of people entering and leaving the institution, the attendance of national and international volunteers, internship students and visitors was suspended from 13 March until the duration of the contingency

Since March 19, the ICBF has changed visits from biological families to phone calls respecting the quarantine ordered by the president of the republic of Colombia.

7. Follow the recommendations of the mayor of Bogotá and close the direct service of the co-financed nursery school. Children were sent home with a reinforced grocery package, and teachers will monitor the families over the phone

Following local government recommendations, as of Thursday, March 19th, children attending FANA's co-financed nursery school were sent home and personal service was temporarily closed

Reinforced grocery packages were given in FANA on Tuesday, March 23 to the families of 180 children attending the school. The teachers will do monitoring from phone for each of the families this month

Collective care recommendations

- Those who have been abroad for the past 14 days, or travel during the last days outside the country, must inform their immediate boss, as they cannot attend the institution until they are 15 days in solitary confinement.
- If members currently in your household have traveled out of the country in the last 14 days, she or he will need to inform his or her boss direct as they cannot attend the institution until he or she turn 15 days into solitary confinement.
- Mass events will be suspended, and no personal meetings of more than 10 people will be held at regular job sites
- There is also a campaign to use masks, how to disinfect their electronic devices and recommendations to enter home, when employees return home after the workday

With communication campaigns we are valuing the extra effort that our employees make for the security of the children, with the CAMPAIGN of the Heroes of FANA, where every day we make a publication thanking one of the teams

Extra costs

Due to all the measures explained above we are incurring extra costs:

- Door-to-door transportation route for employees who attend to FANA every day.
- Plans for reinforcement of disinfection and cleaning of personal and facilities.
- Constant support in school activities for an average of 50 children
- Fun activities for children, to improve their quality of life during quarantine.
- Increased adult meals at FANA, breakfast, lunch and dinner, because shifts are longer.

Next, it is a chart with the estimated cost of this contingency for FANA, where you can see that this situation. At the moment it will cost us \$67,619,191Col pesos (or \$16.905 usd, or \$15.545 euros), and if the situation lengthens, the extra costs will continue to rise. But it is essential to take these actions because the most important thing right now is to ensure the safety and health of our children and our employees

Description	Per day	Days	People	Col	\$Usd	\$ Euros
Employee door-to-door transportation, three times a day	39.000	30	34	39.780.000	9.945	9.145
Extra lunches for employees	12.000	19	10	2.280.000	570	524
Extra breakfasts for employees	8.000	19	10	1.520.000	380	349
Extra snacks for employees	6.000	19	34	3.876.000	969	891
Extra dinners for employees	12.000	19	10	2.280.000	570	524
Extra activities for children- 6 in total	200.000	6		1.200.000	300	276
Additional employees payment value (50%)	25.825	19	34	16.683.191	4.171	3.835
Total				67.619.191	16.905	15.545