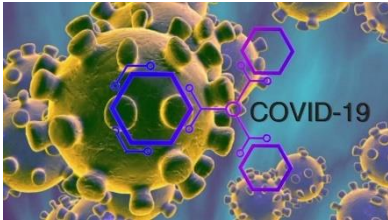




LITTLE STEPS ACADEMY

**PLAN FOR THE REOPENING OF LITTLE STEPS ACADEMY
IN THE FACE OF COVID-19'S GLOBAL PANDEMIC**

I INTRODUCTION



Coronavirus (COVID-19) is a new virus, previously unknown in human pathology. It belongs to the family "Coronaviridae." It is transmitted from person to person by air, through the respiratory droplets of more than 5 microns, when the patient has respiratory symptomatology (cough and sneezing). The incubation period can vary between 2 and 14 days.

All the measures to be followed are adapted to the recommendations established by the World Health Organization (WHO), the guidelines set by the CDC, and the safety and hygiene protocol for workplaces at the national level in COVID prevention 19.

Little Steps Academy aware of the high risk posed by the contagion of COVID-19, an invasive virus that can quickly lead us to death, presents its **Opening PLAN**, establishing in this document the guidelines and safety protocols, Hygiene, and Safety to be implemented to prevent or decrease the spread of Covid-19 between our students and the staff.

II OBJECTIVES

2.1 General Objective

Prepare the return to the classrooms to start the School Year 2020-2021 providing the maximum possible safety for the management of the COVID-19 pandemic creating awareness among our students and personal of Little Steps Academy about our level of responsibility to avoid to the maximum within our school a possible contagion, contagion, through the detection, prevention, and control of the virus to protect everyone's health during our stay at Little Steps Academy facilities.

2.2 Specific Goals

- 2.2.1** Start the new academic year in an orderly, responsible, and disciplined manner to prevent the spread of COVID-19

- 2.2.2** Develop daily classes in a hygienic and safe environment, where we are all protected following the guidelines for control and prevention through the use of biosecurity implements such as the mask use, frequent hand washing, use of antibacterial gel, and temperature check.

- 2.2.3** Strengthen preventive education and good practices of employees in their areas of work.

- 2.2.4** Give the parent sufficient confidence to know that their children will remain safe in a healthy and hygienic environment as all of our staff has been prepared to help us keep our Students free from any contagion as long as they remain under our responsibility.

III SYSTEMATIZATION FOR BACK-TO-SCHOOL

3.1 Disinfection Equipment

During the evolution of this pandemic, Little Steps Academy has worked in the purchasing of sanitization equipment that includes: Hand cleaning stations, disinfection equipment for classrooms, disinfectants, biosecurity kits for students that include (antibacterial gel, mask and face shield) among others, to provide a safe environment for all students, administrative staff and teachers.

3.2 Teaching and Administrative Staff

All Staff at Little Steps Academy has already been evaluated with the Covid-19 test and will be re-evaluated before the start of classes. Our staff will monitor their temperature every day before starting their workday. In case a member of our team shows symptoms, he or she will withdraw from school for a Covid-19 test. In case the test is positive, the staff member can only return to his work ten days (calendar) after the analysis has been performed and if he does not show any symptoms.

3.3 Student Transportation



Little Steps Academy offers private transportation service for students who require it, and to minimize the degree of exposure of each student, the following measures will be taken:

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3.3.1. Biosecurity Measures

Transportation personnel has been instructed to comply daily with prevention instructions by performing the following personal hygiene measures:

- ✓ Wash hands with soap and water frequently or use an alcohol-based antibacterial gel.
- ✓ Use the elbow area when coughing or sneezing or covering your nose and mouth when coughing or sneezing
- ✓ Avoid sharing personal items
- ✓ Mask and face shield will be used all the time.



3.3.2 Transportation units will be sanitized at the beginning of each route. The driver of the bus unit has been instructed in the sanitization process and will be responsible for carrying it out.

3.3.3 When boarding the vehicle, each student's body temperature will be taken, and if they are higher than 100F, the student won't be able to board the school bus, the parent and the administration will be informed.

3.3.4 Each transport unit will have an antibacterial gel to supply the student at the time of boarding.

3.3.5 Before boarding the bus, all students should wear their masks while transporting them on the bus.



3.4 **Little Step Academy Facilities** Income Guideline **(Walking)**

The Social Distance between the person is the number one standard to prevent the contagion of COVID-19; in this case, the arrival of students to our campus, the following steps must be met:

3.4.1 A your arrival at the Walking School:

- ✓ Students will find the marks 1.5 meters away from one to the other where they should expect to be told to advance, until they reach the classroom, to avoid agglomeration. A particular route will be enabled to be able to discommunicate the waiting time and be able to offer you a better service and at the same time by providing you the appropriate biosecurity measures

3.4.2 Upon arrival at the School in Vehicle:

- ✓ Students should wait in the vehicle until staff authorizes their exit from the car to avoid agglomeration outside the entrance. It is important to remind parents that this will take longer so that the parent is asked to be patient and collaborative. Exclusive access will be enabled to be able to minimize the waiting time and to be able to offer you a better service and the time offering you the appropriate biosecurity measures.
- ✓ While students wait for their entry shift, correctly authorized Little Steps Academy Staff will proceed to take body temperature to all students who are walking. If a student's body temperature is equal to 100F, their entrance will not be allowed, asking the parent to return the student home, and providing medical care. The staff will immediately report the case to the administration; the students with

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average body temperature will proceed to apply the antibacterial gel on their hands for disaffection.

4. Case Management with Symptoms

✓ Every student who is at our facility and has symptoms of

Covid19 such as:

- Fever
 - Cough
 - Severe headache
 - Difficult to breathe
 - Sore throat
 - Muscle pain, headache
 - Diarrhea
- ✓ The student will be removed from the classroom, and the parent will be contacted to pick him up immediately, in case we are unable to contact the parent, emergency contacts will be called.
- ✓ If no contact is made with any of the persons in charge of the student, Little Steps Academy should contact the Department of Health and the Department of Children and Family.
- ✓ If a student obtains a positive result, following the CDC guidance, the student may return to classes ten days (calendar) after the positive test result is available, as long as he/she does not have any symptoms **(no need to present a negative test to return to school)**. The institution will provide you with an academic package to complete at home and will be provided with virtual assistance. At Little Steps Academy, each

student has their materials that are acquired by the parent at the beginning of the year, so they do not have to share books, this being a CDC recommendation to avoid sharing objects.

5. **Effective Communication Plan**

The best way to prevent disease is to be informed and avoid exposure to different types of viruses. Communication, through various means, is an essential aspect of the environment that is generated in this type of outbreak. To ensure effective communication, messages will be prepared, based on official information, with information from COVID-19, including recognition of symptoms and the different preventive guidance, 's that need to be taken. The following measures help prevent the spread of disease, including COVID-19.

- ✓ Avoid close contact with people who have the following symptoms:
 - Fever
 - Cough
 - Difficulty breathing
 - Sore throat
 - Discharge into the nose, mouth and tearing
 - Muscle pain
 - Severe headache
 - Diarrhea
- ✓ Avoid touching your eyes, nose, and mouth without first washing your hands with soap and water.
- ✓ Cover yourself when coughing or sneezing with a disposable wipe, then deposit it in the dumpster or use the sneeze protocol in case you do not have disposable wipes.
- ✓ Clean and disinfect objects and surfaces that are frequently touched with a disinfectant substance containing alcohol.
- ✓ Wash hands frequently with soap and water for at least 30 seconds, especially after going to the bathroom; before eating and after blowing your nose, coughing, or sneezing.

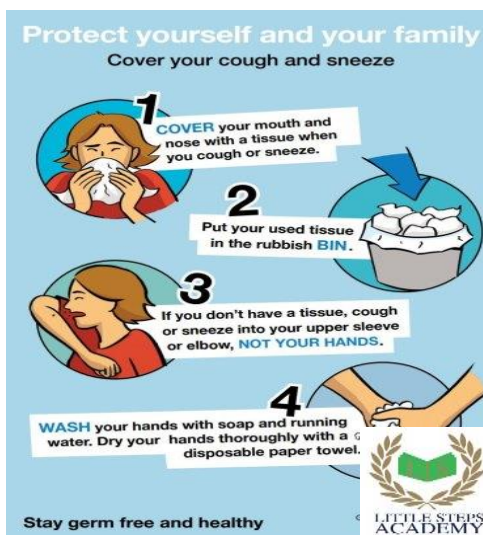
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- ✓ If soap and water are not available, use an alcohol-based hand sanitizer of at least 62%.
- ✓ Always wash your hands with soap and water, especially if your hands are visibly dirty.
- ✓ Avoid kissing, hugging, and even new directions, avoid, or minimize the hand greetings.

Example of internal communication on proper handwashing



Example of internal communication on prevention measures



Such messages will be shared with all employees of the company through:

- ✓ Email

- ✓ Informative banners/posters placed in strategic locations in the different areas of the company (Reception, main entrance doors, bathrooms, etc.)

6. **Ordering and Cleaning Facilities**



- ✓ To ensure the correct disinfection of the different areas of the facilities, and that all staff and students have the right supplies for personal hygiene within the facilities, Little Steps Academy will ensure that cleaning products, including household cleaner and disinfectant, will always be available for use.
- ✓ All areas of the school will be cleaned continuously before, during. After the day, Little Steps have the necessary personnel to develop daily routines to work with biosecurity stockings.
- ✓ Cleaning personnel with all safety implements, ensuring that there is no possibility of cross-contamination in the areas being addressed and shall follow the following guidelines:
 - Ensure the use of personal protective equipment (PPE) that are disposable (latex or nitrile gloves and masks where required)
 - Check and verify the immediate loading/replacement of hand soap, antibacterial gel in the respective dispensers in the different areas of the school.
- ✓ Cleaning and disinfection of all door handles or handles of the school doors, toilets, instruments and work equipment (phones, keyboards, mouse, materials

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and any surface with permanent contact) will be cleaned and disinfected with soap, detergent or a regular disinfectant (5 to 6% conventional chlorine, without aroma) at least twice a day.

- ✓ For the implementation of the general cleaning protocol, the following necessary elements and inputs shall be available:

- Antibacterial Gel
- Disposable masks
- Latex or nitrile gloves
- Antiseptic soap dispensers
- Disinfectant



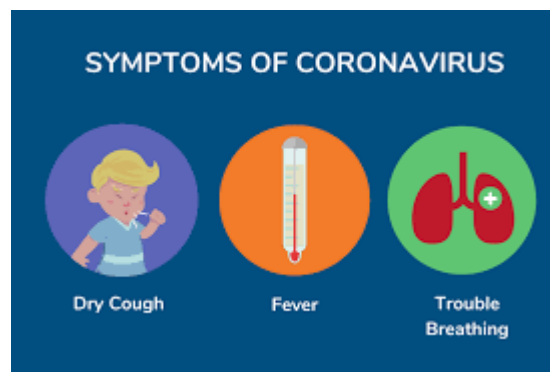
7. Training, Training, and Awareness-Raising

Little Steps Academy considers it's essential to provide clear and practical guidelines to ensure the safety of operations through the prevention and early detection of COVID-19., for this reason, all personnel must follow the following instructions:

- ✓ Avoid greeting with your hand: hugs, kissing, or other contact. The distance between people should be maintained, avoiding unnecessary close contacts.
- ✓ Do not share food, beverages, thermos, plastic bottles.
- ✓ The proper handwashing technique will be strengthened, and it will be encouraged to be carried out permanently, before entering work, before and after going to eat, and before leaving school, without neglecting the occasions when this process is required before and after going to health services, post coughing or sneezing, and other similar situations.
- ✓ The school will spread the location of hand sanitizers, which will contain alcohol with a concentration of 62% or more, and all staff ensures their correct use each time it warranted.

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- ✓ Comply with respiratory label procedure: (in case of coughing and sneezing).
- ✓ If you have respiratory symptoms, use this procedure immediately. The person will be equipped with Mask and notified of the administration.
- ✓ Frequently wash and disinfect manipulated objects and surfaces, such as door handles, tables, desks, phones, keyboards, mouse, mobile phone surfaces, etc. These should be disinfected at least two times a day with alcohol at 62% concentration, or household disinfectant diluted in 1/2 liter of water.
- ✓ All information about the care that should be considered:
 - Handwashing
 - Proper use of disinfectant
 - How to sneeze/cough properly
 - Correct mask use
- ✓ The student population will be provided with training and up-to-date information on general care for COVID-19 contagion prevention.
- ✓ Posters will be placed in different classrooms, administrative offices, bathrooms, hallways, etc. And the information will be shared by email with the staff.



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8. Protocols to be Follow During School Day

Maintain permanent cleanliness, carrying out disinfection work in an appropriate way, ensure real prevention of contagion, by the way, COVID-19 adheres to the surfaces; in this sense, the administration will ensure that the cleaning work is carried out accordingly.

All Little Steps Academy staff must follow the following guidelines of personal hygiene during their working day:

- ✓ Wash your hands frequently: Use plenty of soap and water for a period not less than 30 seconds, covering all parts of your hands, fingers, and nails.
- ✓ In case of no water available, use a solution with alcohol 62% minimum.
- ✓ Always keep your hands clean.
- ✓ Avoid touching your eyes, mouth, and nose with dirty hands

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- ✓ In case of sneezing, the mouth and nose should be covered with the elbow or handkerchief bent when coughing or sneezing
- ✓ Stay home and tell your boss right away in case you have any of the following symptoms
 - Fever
 - Cough
 - Headache
 - Diarrhea
 - And if you have shortness of breath, look for immediate medical attention.
- ✓ To avoid cross-contamination, it should be avoided to share tools and equipment; if shared, they must be disinfected before being used.
- ✓ You must avoid the sharing of personal objects. The hygiene of such purposes will be the exclusive responsibility of the owner.

9. **Safety** Kit



Each classroom and the administrative office has a medicine cabinet, with the necessary utensils to provide first aid. The teacher in each room is in charge of checking periodically that the medicine cabinet contains the essential implements and keeping it adequately equipped. We clarify that since no medicinal products indicated to combat or mitigated the symptoms of COVID-19 are **known**, **NO MEDICATION FOR SUCH PURPOSE is KNOWN.**

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Little Steps Academy has trained and certified employees to provide its student population with first aid.

10. Guidance to be used in the bathrooms

At Little Steps facilities, we have enough bathrooms that will allow us to handle the use of them in an orderly manner, limiting the number of people in each, placing busy/vacant advertisements at the entrance doors.



11. Ensuring Standards Compliance

Little Steps Management will ensure compliance with all standards described above through regular inspections of the different areas of the facilities.

12. Supplier Management and Visiting

If the COVID-19 pandemic is in a difficult or critical situation, Little Steps Academy will suspend entry to its facilities of Suppliers, Therapists, and private visitors. The administration will be in charge of handling the exceptions.

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Any visit to non-urgent facilities shall be suspended and electronic means used as alternative means of communication (calls, Remind,etc.)



If the visit to the facilities is urgent, the following instructions shall be followed:

- ✓ The temperature will be taken using an infrared or digital thermometer, which will be performed in the guard area by physical security personnel.

- ✓ In the event of no fever, access will be authorized

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PARENT COVID19 HANDBOOK ACKNOWLEDGMENT AND RECEIPT

By signing this **Parent COVID19 Handbook**, I accept and certify that I have read and understood the Rules and Regulations that LITTLE STEPS ACADEMY has written to administer my child's health and safety regarding COVID-19. I agree to comply with the Rules and Regulations covered by this Handbook.

Parent/Custodian signature

Main signature

Date

