

2020-2021

# **Emma L. Minnis Junior Academy**

## **REOPENING PLAN**

**Prepared Using Guidelines from the CDC, KDE, and SCC  
Approved by E.L. Minnis Jr. Academy School Board and the  
South Central Conference Department of Education**

A resource for the  
health and safety  
of scholars, staff,  
and families



# **ELMJA**

## **COVID-19**

# **Reopening**

# **Plan**

### **Key Priorities**

- **Create trust, build transparency**
- **Create safe building for scholars and staff**
- **Offer 3 clear options for parents and scholars**
  - **Traditional, Hybrid, & Virtual**
- **Use the best medical advice available**

# OVERVIEW

Ultimately, the primary focus of this plan is to put our scholars, faculty & staff, and families' health and safety at the forefront. Procedures outlined in this document have been informed by the Center of Disease Control, as well as South Central Conference's "Contingency Plan for Safely Reopening Schools (July 2020)".

## Reopening Theory of Action

- Use health, academic, and economic data to guide decision-making and maintain flexibility throughout the school year
- Ensure the safety of all scholars, families, and staff, and minimize the possibility for transmission through adherence to health guidelines and consultation with the KY Department of Health, South Central Conference, and Center for Disease Control
- Address the learning and social-emotional needs of our scholars
- Provide high-quality academic programmings through both in-person and virtual instruction

# Learning Models and Phases

## PHASE 1

8/10/20-10/6/20

### VIRTUAL

All teaching and learning will take place online. Scholars will receive a combination of live and recorded sessions and asynchronous (independently completed) assignments.  
\*\*Traditional learning platforms are considered at parental request.

## PHASE 2

TBD

### FAMILY CHOICE

**Traditional:** Scholars will come to school daily. Comprehensive and logistical health and safety precautions will be in place to maximize the reduction of student and staff risks.  
**Hybrid+:** Scholars will come to school daily. Scholars would alternate periods of time in the school building, between the classroom and common area to ensure physical distancing is maintained. Scholars would join the class instruction virtually within the common area.  
**Virtual:** Scholars will take part in all classes virtually from home.

## PHASE 3

TBD

### TRADITIONAL

ALL scholars will come to school daily. Comprehensive and logistical health and safety precautions will be in place to maximize the reduction of student and staff risks

## Adjusted School Week

Beginning August 10th, South Central Conference schools will be adopting a 4 + 1 school week, due to the intensity of school operation in the midst of a pandemic.

**Monday through Thursday** will follow the model used this past Spring, and **Fridays** will be set aside as non-live virtual learning engagements (regardless of phase).

This would look like online quizzes, games, projects, studying, etc.

The decision to move from one phase to the next is made using multiple factors:

- Guidance from the South Central Conference of Education
- Information from the KY Dept of Health
- CDC Guidelines
- ELMJA School Board input

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# Decision to move forward

# Learning Models and Phases

**Aug 10th** **School begins** - Virtually for ALL scholars  
*\*\*Traditional learning platforms are considered at parental request.*

**Sept 4th** **Phase 2 Update** - Families will be updated

**Sept 8th** **Learning Model Opt-In Deadline** - Option selected will be for the entire quarter

**Oct 11th** **Phase 2 Begins (Tentatively)** - Scholars begin instruction using the preferred learning model selected

**This is the timeline for the beginning of the academic year. It is important to keep in mind that while we want to ensure that we have a well laid out plan, we are aware that changes are the nature of a pandemic environment. We, as a school community, will work diligently to ensure that our families are receiving timely communication regarding any adjustments or changes.**



## **Rolling Learning Model Review:**

**Once in Phase 2, families can reassess their learning model selection quarterly.**

**Opt-In Requirement:** Once a family opts-in to a learning model, no other model can be selected within a quarter--with the exception of shifting from Traditional or Hybrid+ to Virtual only .



# 1:1 TECHNOLOGY

E.L. Minnis is a 1:1 school. All scholars in grades K-4 are issued an iPad and all scholars in grades 5-8 are issued laptops at the beginning of each academic year, to be used for educational purposes. We ask that the provided device be used for all class assignments and live or recorded sessions.

## GO GUARDIAN

All ELMJA issued iPads and laptops will be equipped with GoGuardian monitoring software. This software will be used by the teachers and administration to ensure scholars are safe while online, as well as to ensure that scholars are staying focused on assigned tasks. The software allows, for each computer screen to be monitored by the teachers and administration. Furthermore, it keeps record of all websites visited by the scholar. GoGuardian also comes with a parent platform whereby parents are able to monitor scholar's computer usage as well.

## K-8 DEVICES

Scholars will receive iPads or laptops for virtual learning. Once we move into Phase 2, all families that select the traditional model must return the assigned device to the school. Any family that elects to continue with virtual, will continue to have access to the laptop until the end of the year, or until a move to traditional learning.

## DEVICE DISBURSEMENT

Devices will be disbursed on Sunday, August 9th. Families are asked to email [minnisadmin@elminnisacademy.org](mailto:minnisadmin@elminnisacademy.org) to indicate their need and schedule their pick-up time.

## HANDBOOK

All families will receive a copy of the Handbook, which includes the Technology Policy, and will be required to sign a Technology Agreement.

# SCHOOL ENTRY



- [Minnis Health Screener Form](#) required for everyone who enters the building
- Required **temperature check** for all scholars, staff, & essential visitors
- Parents must **remain at the school until their scholar(s) morning temperature has been checked**, and their scholar is approved to enter the school building.
- All individuals with a temperature 100 degrees or higher will be sent home.
- Parents will be asked to drop-off their scholar(s) at the front door and not enter the building. This is to help ensure that our process stays efficient in the morning, as well as reduces the number of individuals we have in the building.
- **Face masks** are required to enter the building, and must remain on for the duration of time in the building.
- Immediately upon entry, all individuals **must sanitize their hands**.



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## **BUILDING ACCESS**

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All building access will be through the main lobby doors. To ensure that ALL those entering the building participate in temperature checks and hand sanitizing.



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## **SIGNAGE**

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Please adhere to all signage in the building. Throughout the building signs will be posted to provide information regarding social distancing, healthy practices & habits, and other regulations and tips.

# Hallway Expectations

- The hallways will have floor markings indicating which direction to travel, as well as provide information on spacing to ensure that individuals remain socially distant.
- There will be no congregating in the hallway.
- During the transfer of classes, scholars are to remain 6ft apart as they transition between classes. There will be spots marked in the hallway for transition time.



## **LOCKER PROTOCOL**

- Each scholar will be assigned 1 locker for the duration of the school year.
- Scholars will not be able to retrieve anything from their locker without teacher permission.
- Scholars will be able to access their lockers in specific groups, in order to keep them socially distant.
  - Scholars with neighboring lockers will not be able to visit their locker at the same time.

## **PLAYGROUND/RECESS PROTOCOLS**

- The Playground will be closed indefinitely pending the status of the COVID-19 Pandemic.
- Scholars will not be allowed to share any play equipment (e.g. balls, jump ropes, etc)
- Play times will be outside as much as possible, so that scholars are able to get fresh air, as well as remain socially distant.
- Group games that require touching are prohibited (e.g. Duck, Duck, Goose)



## LUNCH PROTOCOL

- To ensure that scholars remain socially distant, the lunchroom will be closed and lunch will be eaten in the classroom.
- Only disposable goods will be used in the event a scholar does not have a lunch.
- No microwaves will be available during lunch. Lunches that are brought from home will not be able to be heated.
- The kitchen will be professionally cleaned and sanitized prior to the commencement of the school year.

## RESTROOM PROTOCOLS

- Each restroom will have a posted sign indicating the maximum capacity in that restroom. Staff will ensure that the scholars strictly adhere to these capacity guidelines.
- In the event the restroom is at capacity, there will be indicators in the hallway designating where a scholar can wait.
- Only 1 scholar is allowed to wait in the hallway, in the event the restroom is at full capacity.
- All other scholars will need to return to their classroom until there is availability.





## **Hand Washing Protocol**

Hand washing/sanitizing goes a long way in helping to reduce the spread of COVID-19. All scholars will be trained on how to properly wash and sanitize their hands.

## **Reducing the Spread**

Videos, signage, and news blasts will be shared to continue to educate our student body, as well as families, on how to reduce the spread of COVID-19.

# Classroom Setup



- K-4th grade classes will remain with their class for the duration of the day, with the same teacher all day.
- 5th-8th grade classes will remain with their class group (5/6 & 7/8) for the duration of the day. They will switch classroom settings during the day on the virtual platform.
- Each desk and chair will be sanitized during the transition.
- Sharing of belongings is prohibited (pencils, telephones, toys, books, crayon bins, supplies crates, etc.).
  - Scholars' belongings will be separated into individually labeled storage containers, cubbies, or areas in the classrooms.
- Desks will be distanced 5-6 feet apart in all classrooms.

● Desks will all face in the same direction

## School-Wide Activities

## & Morning Worship

- School-wide programs will be held virtually
- Field trips will also be virtual
- Chapel will be held on Friday 9-10 am (this will be the only live virtual session on Fridays)
- Each class will have morning worship.



### No Singing

For the time being, class worships and school-wide chapels (virtual) will not include singing. This is to help reduce the spread of COVID-19.

### Personal Health

Eating healthily, exercising, getting sleep, and finding time to unwind are essential to everyone's well being.

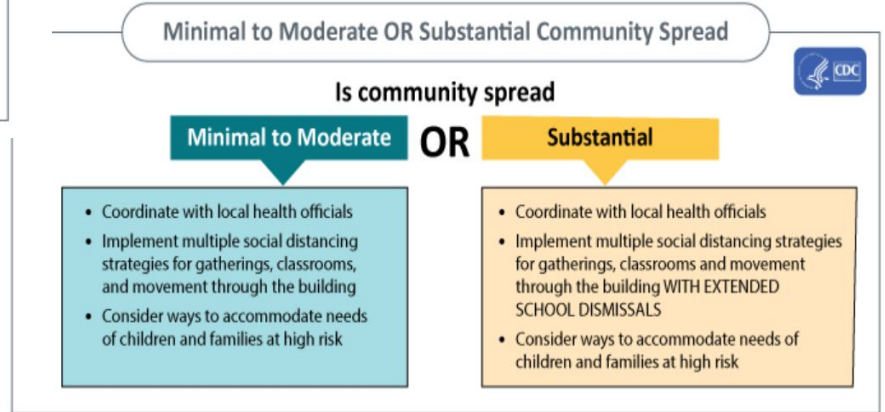
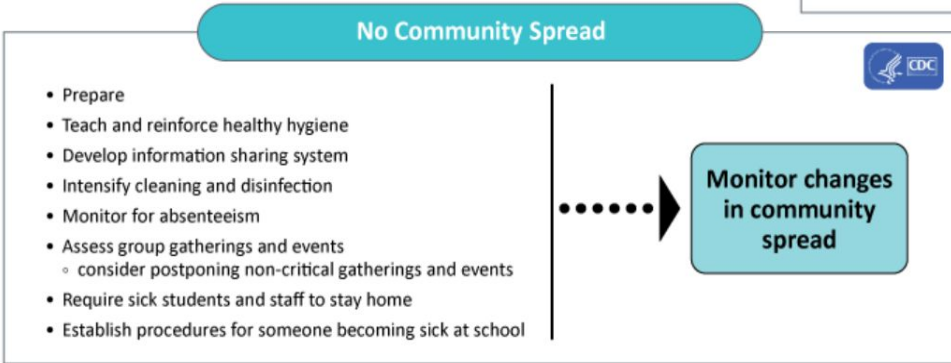
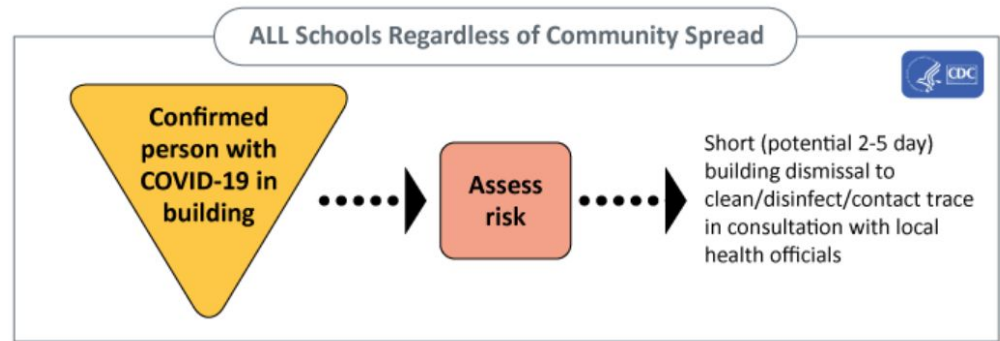


# Positive Case Protocol

When a **confirmed** case has entered the school, regardless of community spread:

- Coordinate with local health officials Communicate with staff, parents, and students
- Deep clean and disinfect thoroughly
- Make decisions about extending the school dismissal (if applicable)
- Implement strategies to continue education and related supports for students

# School Decision Tree



# Isolation Room Protocol

## **If symptoms arise during the school day:**

- Symptomatic cases will be supervised by a staff member wearing PPE in a controlled, single-person room with the door closed
- There should be access to a dedicated bathroom
- Anyone entering the room must be wearing Personal Protective Equipment (PPE)
- Parents or guardians are immediately notified of their child's status and will be asked to pick up their child immediately

# Protocol for Close Contact/Exposure

**When a student/teacher has come in close contact with someone who has COVID-19:**

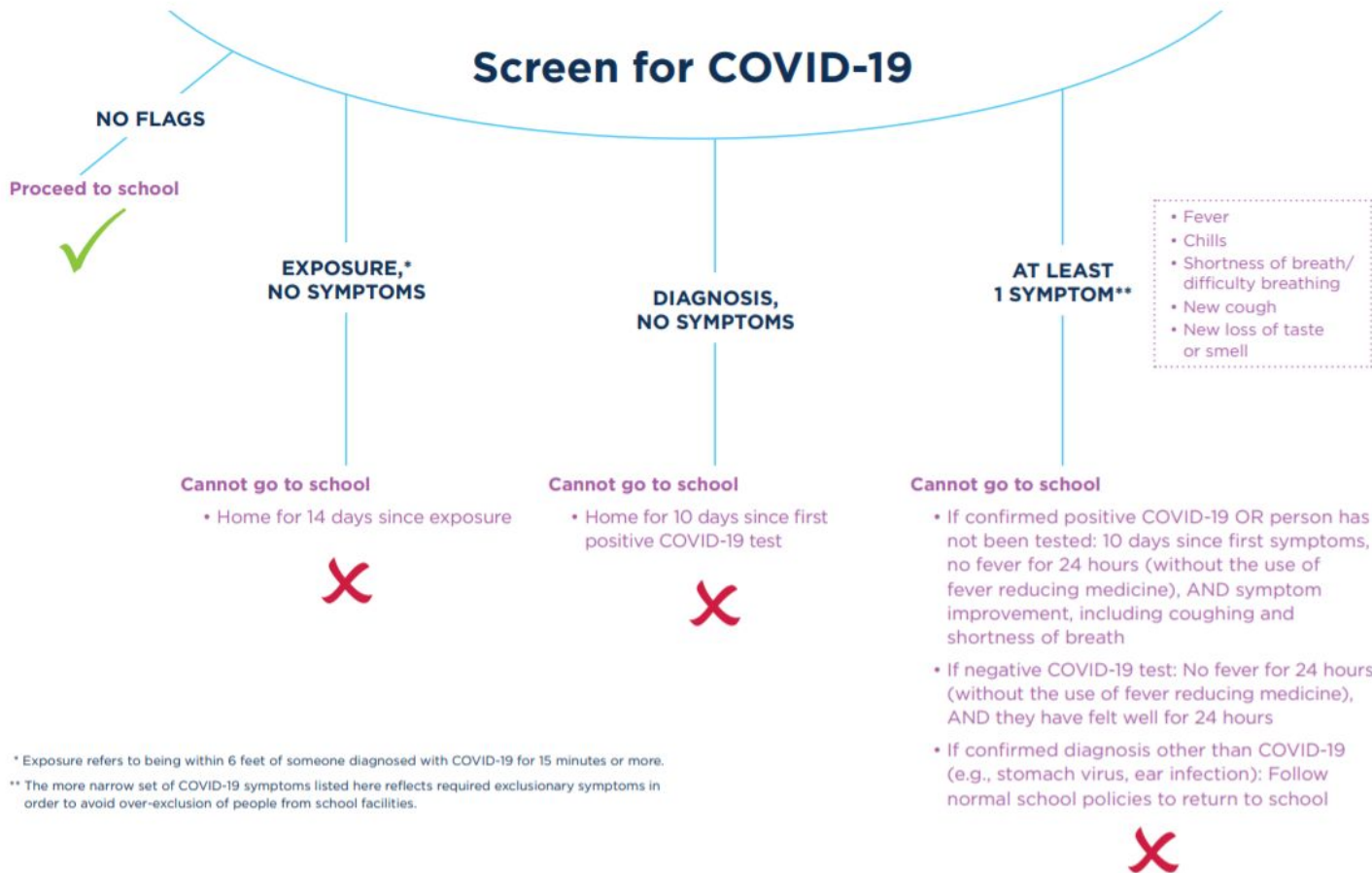
- Student/teacher or student's family should report the possible exposure to the school.
- Student/teacher must remain home until a negative test result is acquired.
- Communication will be sent to parents to inform of possible exposure.
- A copy of the test result is to be submitted to the COVID Point of Contact prior to the student/teacher returning to school.
- If the case turns out to be positive, the Positive Case Protocol will be followed

**Students, families, and faculty will be able to report possible exposure and confirmed cases through our website at [www.elminnisacademy.org](http://www.elminnisacademy.org)**



# Screening Flow Chart

For step-by-step instructions for school personnel, review the [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)



**Thank you for  
your support!**

**Questions? Ask!**