

**Crisis Management Plan  
Benton Academy  
2020-2021**

As we are experiencing unprecedented times during the COVID-19 world crisis, we are planning on returning to school on August 10. We have worked diligently over the last several weeks to implement a plan to maintain an effective learning environment while protecting our students, staff, parents, and the entire BA family. We will continue to follow recommendations from the CDC, MS State Department of Health, and MAIS to ensure that we are taking all of the necessary steps to maintain a safe environment while offering a high quality education. There will be inherent risks involved with returning to our day to day activities and sports. This situation is still fluid and changes could occur within this plan once we start school. **We are asking our families to take the temperature of all students at home before school as a first step to protect all of us.** Please be patient throughout this whole process as we begin this school year. We will communicate to you any changes needed to ensure safety while we are in session. Listed below are our guidelines for each building and activity.

**Cafeteria and Kindergarten**

- Cafeteria staff will wear masks and gloves when serving/cooking food.
- Lunches will be served in to-go containers.
- Utensils will be served in individual packets and containers along with napkins, condiments, and salad dressing.
- Cereal and chip bars will be moved behind the counter.
- Staff will prepare drinks and have milk/juice containers to select.
- Students will pick up food, utensil packets, drinks, and sit down at tables.
- Microwaves will be in 3 separate locations, 2 students at each at a time.
- Students will skip a seat between each other at tables.
- Water fountains will be turned off.
- Teachers and students will have the option to wear masks.
- Bottled water will be available in Kindergarten classrooms.
- Hand sanitizer and wipes will be available in classrooms.
- Teachers will clean high touch areas throughout the day.
- Cafeteria tables and microwaves will be cleaned by staff only.
- Only 2 students at a time will use each restroom.

- No student helpers will be used for cleaning.
- Only 3 classes will be in the cafeteria at a time.
- Students will use hand sanitizer located by the doors when entering and exiting.
- No parents/adults/guests will be allowed to exit their vehicles for any reason during morning and afternoon carpool.
- Visitors will not be allowed in the K-6 buildings during the day for any reason. They must go through the high school office.

### Elementary Building

- Temperatures will be taken when students exit vehicles each day. Students with a temperature of 100.4 or higher will be sent home. A doctor's excuse will be required for a student to return to school after at least 24 hours being fever free.
- Grades 1-6 will report directly to their classrooms. Kindergarten students will spread out on west side of hall until teachers arrive.
- We will take the temperature of any student who looks or feels ill throughout each day.
- Classrooms will be equipped with hand sanitizer and wipes for use.
- Teachers will space student desks out as much as space allows.
- Teachers and students will have the option to wear masks.
- Teachers will keep desks and other items wiped down as needed.
- Water fountains will be turned off.
- Students will keep water and drink containers in cubbyholes or a designated area the teacher chooses.
- Bottled water will be available in each classroom for refills.
- Only 2 students allowed in each restroom at a time.
- Students in grades 1-6 will wait in rooms to be picked up until called to leave for the day. Kindergarten students will be seated on the west side spaced out until called to leave.
- No parents/adults/guests will be allowed to exit their vehicles for any reason during morning and afternoon carpool.
- Visitors will not be allowed in the K-6 buildings during the day for any reason. They must go through the high school office.

## High School and Annex Buildings

- All secondary students will enter through the north or west entrance into school where their temperatures will be taken. Students with a temperature of 100.4 or higher will be sent home. Parents will be notified first. A doctor's excuse will be required for the student to be able to return to school after at least 24 hours being fever free.
- Teachers and students will have the option to wear masks.
- All rooms will be equipped with hand sanitizer and wipes for use.
- Teachers will space student desks out as much as space allows.
- Teachers will keep desks and other items wiped down as needed.
- Students entering the classrooms and computer lab will use hand sanitizer when they arrive.
- Only 2 students allowed in each restroom at a time.
- We will take the temperature of any student who looks or feels ill throughout each day.
- Students may bring bottled water, drinks, or sealed containers and keep these in or on top of their lockers.
- Water fountains will be turned off.
- Bottled water will be available in all classrooms for refills.
- When the class period ends, students in grades 7-9 will go first to lockers, bathrooms, etc. and then to their rooms. When the tardy bell rings, grades 10-12 will then do the same.

## Gym & Athletic Fields

- Coaches will continue to check the temperature of all athletes.
- Coaches will spray/wipe down weight equipment after use.
- Coaches will spray/wipe down high traffic items throughout the day such as door handles, counters, equipment, balls, etc.
- Athletes are encouraged to bring water or drink containers for their personal use.
- Water fountains will be turned off.

## Activities

- Field trips will be made on a limited basis and only if it is deemed safe.
- Activity teachers will practice social distancing with their students.

- One class per PE period will be in the same area at the same time.
- Chapel for grades 7-12 will practice social distancing in the gym with grades 7-9 on visitors' side and grades 10-12 on home side.
- Kindergarten and elementary students will use hand sanitizer before and after going to the playground.
- Kindergarten students will only use their bathrooms when playing on playground.
- Opening day assembly will have grades 10-12 in the gym first with grades 7-9 in their homerooms. After approximately 30 minutes, they will all switch. After this, we will then go through a shortened schedule of periods 1-6. The students will be given schedules, handbooks, and forms at this time.
- Pep rallies will be after secondary break, approximately 10:00. Elementary and Kindergarten students will sit on the visitor side with grades 7-12 on home side. Visitors only in chair back seats and benches. Players will be in chairs in front of stage area spread out. No dances involving other students will be allowed. There will be no footballs thrown, and skits with other students involved will not be allowed.
- Concession workers will wear masks and gloves as required by law at this time.
- Gate personnel are required to wear masks.
- Meet the Raiders (Aug. 10) will be on the football field, weather permitting. If moved inside, students will be on the visitors' side with patrons and children on the home side. There will be no hamburger supper.
- Fall Spiritual Emphasis (Sep. 8) will have grades 10-12 on the home side of the gym and grades 7-9 on the visitors' side. Grades 10-12 will go to break first and grades 7-9 will go when others return to the gym.
- Homecoming (Oct. 2) will go as planned if legal and feasible. Parade will be at 1:00. Graduating class of 1970 will be introduced at halftime. Former Homecoming Queens are invited and will be introduced at halftime as well.
- Season passes for softball and/or football will be offered as a way to minimize handling cash at the entry gate. All-sports passes will be available as well.

### **Positive Test for COVID19**

- If a teacher tests positive for the virus, he/she and all their children/family will be quarantined for up to 14 days. If a student tests positive for the

virus, he/she will be quarantined along with all siblings for up to 14 days. Someone who tests positive in the residence of a student(s) will result in that student(s) to quarantine for up to 14 days. A negative COVID 19 test result or doctor's excuse will be required to return to school.

- Canvas software has been implemented and will be one of our ways of communication used as the school year moves forward.
- Parents will be alerted if we have someone test positive for the virus.
- Classmates will be monitored daily and possibly tested by a physician after 2-4 days. Teachers may request for themselves to be tested.
- If the infected student plays sports, his/her teammates will be closely monitored and possibly tested by a physician after 2-4 days. Throughout the year, outbreaks that directly affect Benton Academy may result in school closure and deep cleaning of all possible infected areas.
- ALL STUDENTS MUST HAVE A MASK IN CASE IT IS NEEDED AT ANYTIME.
- All of these procedures are fluid and may be changed or modified before school begins or after we begin. There may be more guidelines given by the CDC or MS State Department of Health that will further change what is allowed or recommended. Procedures for a positive test could definitely be more restrictive on Benton Academy and all of its students and staff.