



# MEMSS

## Safety Plan

### CONTACT

PHONE:  
250-632-6174

WEBSITE:  
[www.mountelizabeth.cmsd.bc.ca](http://www.mountelizabeth.cmsd.bc.ca)

Principal's Email:  
[christine.byrd@cmsd.bc.ca](mailto:christine.byrd@cmsd.bc.ca)

Vice-Principal's Email:  
[julia.jacobs@cmsd.bc.ca](mailto:julia.jacobs@cmsd.bc.ca)

## Mount Elizabeth Middle Secondary School Health and Covid-19 Safety Plan Updated February 2021

### MEMSS Cohorts/Learning Groups:

- **Grade 7** and **French Immersion 7/8** students are divided into 2 cohorts/learning groups with no more than 60 students. The cohorts are defined according to homeroom teacher.
- **Grade 8** students are one cohort/learning group with no more than 60 students.
- **Grade 9** students are divided into 2 cohorts/learning groups with no more than 60 students. Cohort 1 includes students with the last name A-K, Cohort 2 includes students with the last name L-Z.
- **Grade 10** students are in 1 cohort with no more than 120 students and staff.
- **Grade 11** students are in 1 cohort with no more than 120 students and staff.
- **Grade 12** students are in 1 cohort with no more than 120 students and staff.

### Considerations in terms of Safety:

- Students, staff and other persons in the school should stay home when they are sick
- Everyone who enters our school is required to do a daily health check. Parents/Guardians: your child is not to come to school if they are sick or are required to self-isolate as per Public Health direction
- All staff are to complete the Daily Active Health Check at main entrance
- **All 7-12 students and staff** are expected to wear a mask except when: sitting or standing at their individual work space, there is a barrier in place or when eating and drinking
- Specific guidance for mask use during Physical Education and Extra-Curricular exercise and sports will be followed (when applicable)
- Masks do not need to be worn outdoors when participating in activities
- Those wearing masks must still practice physical distancing when possible
- If a student becomes ill while at school, parents will be contacted

### Accessing/Exiting the building:

- **Grade 7 cohorts** – access/exit through Middle School Entrance (Next to Miss. Rodrigues' classroom)
- **Grade 8 cohort** – access/exit through student parking lot entrance doors
- **Grade 9 cohorts** – access/exit through Theatre doors
- **ALL BAND students** who arrive in the morning must access through the Theatre doors
- **Grade 10 & 11/12 students** – access/exit through student parking lot entrance doors
- Any **Visitor** who has called ahead and made an appointment or **students who arrive to school after 9am** must use entrance door at the student parking lot entrance

**Every person that comes into our school must immediately wash their hands and use a mask.**



### Physical Distancing Rules:

- Students are highly encouraged to minimize physical contact with peers
- Students must physically distance when in hallways, transitioning from class to the next class and when interacting with peers
- Staff and students are not to crowd when they enter and leave the school. This includes spaces like our main entrance by the totem pole, hallways, cafeteria, and/or near vending machines
- Staff and students can move through common spaces – hallways, washrooms, library, cafeteria, bus stops –without crowding or physical contact
- Physical contact and close, face-to-face interactions must be minimized. People are expected to spread out as much as possible
- There are physical distancing measures between people of different cohorts/learning groups when together for extended periods of time
- Physical distancing is practiced, encouraged, and there are visual clues in place to promote it

### Lunch Time/Breaks:

- Grade level Cohorts all have designated lunch areas. Follow all signs throughout the building.
- The cafeteria is open for all students to purchase food. Masks will be worn until it's time to eat
- **Grade 7** cohorts will eat in two lunch rooms in Home-Ec hallway
- **Grade 8** cohort will eat in lunch rooms in the Old Wing
- **Grade 9** cohorts will eat in the designated area in the cafeteria and in Grade 9 lunchroom
- **Grade 10-12** cohorts will eat in the cafeteria in the designated areas
- Morning recess break is at 10:07am-10:22am & afternoon recess break is from 1:49pm-1:59pm
- The Library will be closed before school, during breaks, and at lunch until further notice
- Students are not permitted on school property to smoke or vape

**Students are NOT permitted to eat in the hallways & must eat in designated cohort lunch/recess rooms. We have noticed that students are gathering in bathrooms and we will be making daily announcements to remind students of this rule.**

### Coughing/Sneezing/Washing of hands Etiquette:

- Cover your mouth and nose when you sneeze or cough using a tissue
- Throw the tissue away
- When no tissue is available, cough or sneeze into your elbow
- Wash your hands right away
- Hand cleaning facilities are available and accessible throughout the school and are well maintained
- Signage to remind students and staff to practice regular hand hygiene and good cough etiquette are visible throughout our school

### Cleaning:

- Cleaning/disinfecting will occur throughout the day and in the evening
- A custodian will be in the building at noon to disinfect frequently touched surfaces
- The school's ventilation system is serviced and operating to specifications

### Personal Protective Equipment (PPE):

- Non-Medical masks are worn in accordance with the K-12 Health and Safety Guidelines by students, staff and visitors
- Masks are available for those who have forgotten theirs on the counters outside of the office

### Water Fountains:

- Bring a water bottle, use the water bottle fill station ONLY on water fountain

### Bathrooms:

- Students must remain physically distanced while using bathrooms, follow signage and reminders for hand washing. **There will be no "hanging out" in bathrooms.**

### Hallways and Lockers:

- Follow all arrows and signage in hallways, stay on the correct side of hallway
- Do NOT gather in groups

- Avoid touching any surface while walking in hallways
- Lockers will be in designated cohort areas
- It is an expectation that all students and staff use a mask

#### Location of Lockers:

- **Grade 7 and French Immersion 7/8 cohorts** – lockers are located in Home Ec hallway
- **Grade 8 cohort** – lockers are located in Old Wing
- **Grade 9 cohorts** – lockers are located in the Drama Wing
- **Grade 10 cohort** – lockers are located in the Office hallway
- **Grade 11 cohort** – lockers are located downstairs Science Wing
- **Grade 12 cohort** – lockers are located upstairs Science Wing

#### Sharing:

- Students are not to share cell phones, toys, food or water
- Student gatherings (events/learning activities that bring staff and students together) will only occur within a cohort/learning group and as minimally as possible
- There will be no assemblies until further notice

#### Guests/Visitors to MEMSS:

- Visitors/Parents/Guardians/Guests must call the school to make an appointment before entering the school
- Once inside the building all visitors must sign in the visitor binder
- All visitors to our building must wear a mask. Masks are available at entrance.

#### Information for MEMSS Staff:

- Clubs can exist (School Council, Yearbook, Art Club) as long as physical distancing measures are in place when students are with peers outside of their cohort
- The staff room is available for use; maintain physical distance while in any space
- All staff must wash their hands before returning to their classroom
- Follow all signage in office area
- Established procedures for fire drills and emergency protocols will continue for students and staff members
- Staff lockers are available – in a designated area within Home Ec hallway next to the Cultural Room
- All staff must enter through main entrance unless an accommodation has been made
- Staff will not gather in the kitchen area within cafeteria (kitchen door will be closed)
- Staff are not to crowd in staffroom, photocopier room or in office area
- There are procedures in place to ensure itinerant staff, Teachers-On-Call and visitors are aware of our School Safety Plan and they are responsible to follow it at all times
- Staff gatherings (meetings, learning activities) will occur virtually when possible, and/or if not possible, staff will be able to be physically distanced during meetings

#### Information for Parents/Guardians:

- **Please drop your child/children off in the student parking lot**
- Students will then need to access their entrance door using the sidewalks around the school
- **Do not enter the teacher's parking lot** to drop off your child/children

- Grade 7 Parents/Guardians may use the drop off point designated for that entrance to the right of the teacher's parking lot
- Visit our school website for up to date information as well as our school Facebook page

### Safety Plan for The Cultural Room at MEMSS:

- All students and staff must sanitize upon entry
- All students are expected to sign in upon entering the room
- Masks are to be worn at all times while in cultural room – unless eating
- Snacks and meals are not available during instruction time
- The capacity for the Cultural Room is 8 students
- Mask wearing, physical distancing and following all signage within the room is expected
- Cleaning and sanitizing takes place as surfaces are touched and used regularly
- All lunches will be pre-packaged and available in cohort lunchrooms or in cultural room depending on the number of students in need
- All students are expected to eat their lunch in their designated lunch rooms according to cohort; or in the Cultural Room, if there is space available

If you have any questions regarding our school safety plan, please reach out.  
Keep safe.

Mrs. Christine Byrd  
[christine.byrd@cmsd.bc.ca](mailto:christine.byrd@cmsd.bc.ca)  
Principal

Mrs. Julia Jacobs  
[julia.jacobs@cmsd.bc.ca](mailto:julia.jacobs@cmsd.bc.ca)  
Vice-Principal