



# 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:  
[stacey.rodriques@cmsd.bc.ca](mailto:stacey.rodriques@cmsd.bc.ca)

## Mount Elizabeth Middle Secondary School's Communicable Disease Prevention Plan

Communicable disease prevention focuses on reducing the risk of workplace transmission of COVID-19 and other communicable diseases.

### This plan is to ensure we:

- Understand the risk at our school & workplace
- Implement Measures, practices, and policies to reduce the risk at our school & workplace
- Communicate measures, practices, and policies
- Monitor our school & workplace, updating as necessary

### Considerations in terms of Safety:

- Daily Health Check for all students and staff entering our school (see attached)
- If you are sick, stay home
- If you get sick while at school parents will be contacted. Students will have a separate and supervised area. In this area, while waiting for a parent, students must wear a mask
- Non-Medical masks are mandatory while in common areas, hallways, and in classrooms

### Accessing the building:

- **Grade 7 & 8 students** – access through Middle School Entrance by student drop off area (by flag poles)
- **ALL BAND students** who arrive in the morning must access through the main entrance at the student parking lot
- **Grades 9-12 students** – access through the main entrance at the student parking lot

**Every person that comes into our school is expected to use the hand sanitizer.**

### Lunch Time/Breaks:

- The cafeteria is open for all students to purchase food. Masks will be worn until it's time to eat.
- **Grade 7 students** will eat in designated lunch rooms in the Middle School wing (old wing)
- **Grade 8 – 12 students** will eat in the cafeteria and when weather permits may use the green space and picnic tables outdoors. There are quiet lunchrooms available for students who require such a setting.
- Quiet lunch rooms are available in both Cultural Rooms (capacity limit of 10)
- The Apartment will be used by students who require direct supervision (capacity limit of 5)
- Students are not permitted to eat in the hallways
- Morning recess break is at 10:07am-10:22am & Afternoon recess break is from 1:49pm-1:54pm
- Tentative Plan: The Library will be open before school and during recess break (specific times TBD)
- Students are not permitted on school property to smoke or vape

### Coughing/Sneezing 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

### Cleaning:

- Cleaning/disinfecting will occur throughout the day and in the evening

### Personal Protective Equipment (PPE):

- All students in Grades 7-12 and all staff are **required** to wear a mask indoors and on buses.
- A mask may be removed temporarily in Band class in order to play a wind instrument.
- Wearing masks during high-intensity physical activity (stationary or with movement, indoors or outdoors), is left to a student's personal choice.

### Water Fountains:

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

### Bathrooms:

- There will be no "hanging out" in bathrooms. The capacity in bathrooms is no more than 4.

### Hallways and Lockers:

- Avoid touching any surface while walking in hallways
- Lockers will be in designated by grade level (homeroom teachers will assist during orientation days)

### Location of Lockers:

- **Grade 7 students, French Immersion 7/8 students & Ms. Tavenor's students** – lockers are located in the Middle School Hallway (Old Wing)
- **Grade 8 Students** – lockers are located in Home Ec Hallway
- **Grade 9 Students** – lockers are located in the Office Hallway
- **Grade 10 -12 Students** – lockers are located in the Science Wing

### **Guests/Visitors to MEMSS:**

- Visitors/Parents/Guardians/Guests are asked to 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

### **Information for MEMSS Staff:**

- Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even while wearing a non-medical mask
- Students are not permitted in staff designated areas including photo copier room or staff room unless using the compost box
- The staff room is available for use
- 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 are expected to complete the Daily Health Check upon entry

### **Information for Parents/Guardians:**

- Please drop your child/children off in the student parking lot or at the student drop off zone by Middle School Entrance (by the flag poles)
- Visit our school website for up to date information as well as our school Facebook page

### **Safety Plan for The Cultural Rooms at MEMSS:**

- All students and staff must sanitize upon entry
- Masks are to be worn at all times while in cultural rooms unless eating
- The capacity for each of the Cultural Rooms is 10 students

### **Appendix:**

- A - How to Use a Mask
- B - When to Perform Hand Hygiene
- C - Prevent the Spread
- D - Coughs and Sneezes
- E - Daily Health Check

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

Keep safe.

Mrs. Christine Byrd

[christine.byrd@cmsd.bc.ca](mailto:christine.byrd@cmsd.bc.ca)

Principal

Ms. Stacey Rodrigues

[stacey.rodrigues@cmsd.bc.ca](mailto:stacey.rodrigues@cmsd.bc.ca)

Vice-Principal

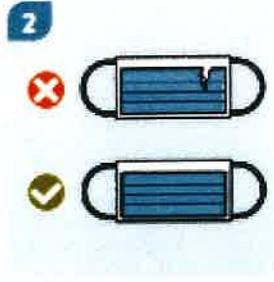


## APPENDIX: A - How to Use a Mask

### Prevent the spread of communicable disease: How to use a mask



1  
Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2  
Inspect the mask to ensure it's not damaged.



3  
Turn the mask so the coloured side is facing outward.



4  
Put the mask over your face. If there is a metallic strip, press it to fit the bridge of your nose.



5  
Put the loops around each of your ears, or tie the top and bottom straps.



6  
Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7  
Press the metallic strip again so it moulds to the shape of your nose. Wash your hands again.



8  
Don't touch the mask while you're wearing it. If you do, wash your hands.



9  
Don't wear the mask if it gets wet or dirty. Don't reuse it. Follow the correct procedure for removing the mask.

#### Removing the mask



1  
Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2  
Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3  
Dispose of the mask safely.



4  
Wash your hands. If required, follow the procedure for putting on a new mask.





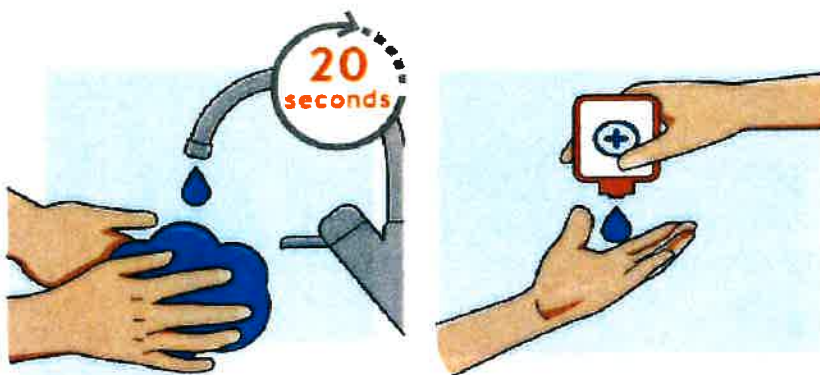
## APPENDIX B – When to Perform Hand Hygiene

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g., recess, lunch).</li><li>• Before and after eating and drinking (excluding drinks kept at a student's desk or locker).</li><li>• Before and after using an indoor learning space used by multiple classes (e.g. the gym, music room, science lab, etc.).</li><li>• After using the toilet.</li><li>• After sneezing or coughing into hands.</li><li>• Whenever hands are visibly dirty.</li></ul>	<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g. recess, lunch).</li><li>• Before and after eating and drinking.</li><li>• Before and after handling food or assisting students with eating.</li><li>• Before and after giving medication to a student or self.</li><li>• After using the toilet.</li><li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li><li>• After cleaning tasks.</li><li>• After removing gloves.</li><li>• After handling garbage.</li><li>• Whenever hands are visibly dirty.</li></ul>



## APPENDIX C – Prevent the Spread

# Prevent the spread of communicable disease



**Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.**

### **Wash your hands:**

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment



## APPENDIX D - Coughs and Sneezes

# Prevent the spread of communicable disease

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or

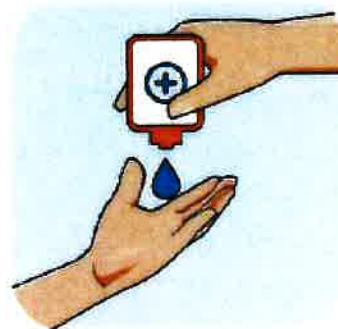


Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean your hands with alcohol-based hand sanitizer.



# DAILY HEALTH CHECK

KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C)	<b>If yes to 1 or more of these symptoms:</b> Stay home and get a health assessment.  Contact a health care provider or 8-1-1 about your symptoms and next steps.
Chills	
Cough	
Difficulty breathing	
Loss of sense of smell or taste	
OTHER SYMPTOMS	WHAT TO DO
Sore throat	<b>If yes to 1 symptom:</b> Stay home until you feel better.
Loss of appetite	
Headache	<b>If yes to 2 or more of these symptoms:</b> Stay home for 24 hours.  If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps.
Body aches	
Extreme fatigue or tiredness	
Nausea and vomiting	
Diarrhea	
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	<b>If yes:</b> All students and staff who have travelled outside of Canada are required to <a href="#">self-quarantine</a> for 14 days after arrival under both provincial and federal orders.  This includes students who are attending school from abroad. Students from outside of Canada should plan to arrive in Canada at least two weeks before they are scheduled to attend school to adhere to the self-quarantine orders. Additional information is available <a href="#">here</a> .
CLOSE CONTACT	WHAT TO DO
Have you been contacted by public health and notified that you are a close contact of a person confirmed to have COVID-19?	<b>If yes:</b> Please follow the instructions provided by Public Health.  You can call 8-1-1 anytime to get advice about how you are feeling and what to do next. Pay attention to how you are feeling. If it becomes harder to breathe, you can't drink anything or feel much worse, seek urgent medical care at an urgent care clinic or emergency department.

Check your symptoms with the [K-12 Health Check](#). If you have any questions, or the symptoms get worse, contact your healthcare provider, or call 8-1-1. For more information on COVID-19, please go to [www.bccdc.ca](http://www.bccdc.ca). If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.