

Mount Elizabeth Middle Secondary School Health and Covid-19 Safety Plan



MEMSS

Safety Plan

CONTACT

PHONE:
250-632-6174

WEBSITE:
www.mountelizabeth.cmsd.bc.ca

Principal's Email:
christine.byrd@cmsd.bc.ca

Vice-Principal's Email:
julia.jacobs@cmsd.bc.ca

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 and staff. The cohorts are defined according to homeroom teacher.
- **Grade 8** students are divided into 2 cohorts/learning groups with no more than 60 students and staff. Cohort 1 includes students with the last name A-M, Cohort 2 includes students with the last name N-Z.
- **Grade 9** students are divided into 2 cohorts/learning groups with no more than 60 students and staff. 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:

- If you are sick, stay home. Updated checklist.
- If you get sick while at school parents will be contacted. Student will have a separate and supervised area. In this area, while waiting for parent, student must wear a mask.

Accessing/Exiting the building:

- **Grade 7 cohorts** – access/exit through Middle School Entrance (Next to Miss. Rodrigues' classroom)
- **Grade 8 cohorts** – 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!

Physical Distancing Rules:

- When students are in their cohort/learning group, they do not have to physically distance. However, 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 outside of their cohort

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** cohorts will eat in two 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. No gathering outside back of school until further notice

Students are NOT permitted to eat in the hallways & must eat in designated cohort lunch/recess rooms

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
- A custodian will be in the building at noon to disinfect frequently touched surfaces

Personal Protective Equipment (PPE):

- All students in Grades 7-12 and all staff are **required** to wear a mask indoors in schools and on buses.
- Students, staff and visitors should wear a non-medical mask or face covering at all times while indoors at school except when a person is eating or drinking, or behind a barrier. 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:

- Students must remain physically distanced while using bathrooms, follow signage and reminders for hand washing. There will be no "hanging out" in bathrooms. The capacity in bathrooms is no more than 4.

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 (homeroom teachers will assist during orientation days)
- It is an expectation that all students use mask in hallways and common areas

Location of Lockers:

- **Grade 7 and French Immersion 7/8 cohorts** – lockers are located in Home Ec hallway
- **Grade 8 cohorts** – 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
- Mrs. Tavenor's homeroom students may have lockers outside of her classroom – this is an exception to the areas designated above

Sharing:

- Students are not to share cell phones, toys, food or water

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
- Once inside a designated area will be available to wait
- 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
- Clubs can exist (School Council, Yearbook, Art Club) as long as physical distancing and safety measures are in place
- The staff room is available for use; you must 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
- Staff will not gather in the kitchen area within cafeteria (kitchen door will be closed)

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
- 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 – no exceptions
- Snacks and meals are not available during instruction time
- The capacity for the Cultural Room is 8 students
- 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
- All students are expected to eat their lunch in their designated lunch rooms according to cohort; students are no longer permitted to eat in the cultural room

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

Mrs. Christine Byrd
christine.byrd@cmsd.bc.ca
Principal

Mrs. Julia Jacobs
julia.jacobs@cmsd.bc.ca
Vice-Principal