

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
- Breaks will be staggered for morning and afternoon recess breaks
- **Morning recess break is at 10:07am-10:22am for Grades 7-9 and 10:25am-10:40am for Grades 10-12. Afternoon 5 min break will also be staggered: Middle School 1:49pm-1:54pm & Sr. break 1:55pm-2:00pm.**
- **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

Students are encouraged to go home for lunch when possible to minimize the amount of students within the school during lunch time. Upon returning, students must use their entrance and wash their hands.

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)

- Students must wear a mask when in hallways or when physical distancing is not possible
- Students must wear a mask when on the bus
- Students must wear a mask when they cannot physically distance when socializing with peers who are not in their cohort

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 (homeroom teachers will assist during orientation days)

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

- Students are not permitted in staff designated areas including photo copier room or staff room
- 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; 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
- Until further notice, **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

If you have any questions regarding our school safety plan, please reach out.
Keep safe and we look forward to seeing all of our students very soon!

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

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