

Ventilation and Cleaning Protocols and Procedures

Ventilation General Notes:

SARS-CoV-2 containment is all about reducing the level of risk

The protocols are established to contain SAR-CoV-2 if it were to be introduced into the building. Fortunately, the EES system has already been designed to separately exhaust from each space. A contaminant introduced into a room would be directly exhausted from that room effectively isolating it from the rest of the building. Operable Windows provide the fresh air which is then exhausted through the exhaust system. The building is also completely purged before and after occupancy by pressurizing the gym and forcing air out each classroom.

The strategies are consistent with State, CDC, and ASHRAE building reopening recommendations and EES has engaged EMCOR and their engineering staff to verify all equipment is working according to the protocol, which they have also reviewed.

Note that strategies are about reducing risk and minimizing impact if a containment were to be introduced into a school. As with any building, it is not possible to have zero risk. Each individual must determine if they accept any level of risk with any building they enter into during this pandemic.

The most effective means to reduce contaminants is to wear face masks. Even if six feet social distancing can be maintained, in spaces occupied by more than one person, face masks should be used masks even if the individuals are further than six feet apart.

All staff and all families have been provided with and asked to follow the Daily Health Screening Protocols each day before coming to the school building.

EMCOR has checked exhaust fans, and all are operating properly.

- The overall goals:
 - Keep cohorts together as much as possible
 - Keep people in their own rooms as much as possible
 - Use outdoor spaces as much as possible.
 - Masks are to be used as it is the most effective means of minimizing contaminant spread
- Pollutants are controlled by two means:
 - Source containment/elimination.
 - Dilution (**The solution to pollution is dilution**)

In this case the “virus is the pollutant or contaminant,” so reducing the amount of this pollutant reduces the risk.

Daily Ventilation Procedure/Schedule

Pre purge and post purge

We are positively pressurizing the school to blow any possible contaminate out through the windows.

- 1 & 1½- 2 hours before starts and one hour after school ends:
 - Gym air handling units are turned on and outside Air is set to 100%.
 - Gym exhaust fans are off.
 - All classroom windows and interior doors are opened to let the fresh air move from the gym into classrooms and out through the windows.
 - All exhaust fans are operated 24/7.

Building During School Hours:

- All exhaust fans throughout the building (except the gym) are set to run 24/7
- All windows are open with the discretion of the classroom teachers.
- All Interior classroom doors are closed.
- People are to remain in their own rooms as much as possible.
- Use of outdoor spaces is strongly encouraged
- Doors are closed from library to the school
- Library dehumidifier is set at 55%. The filters were upgraded to a MERV 11 and are changed every 2 months. Note that this is more humid that this space has been maintained the past. The virus is least viable at this humidity level compared to lower humidity levels.
- Gym doors remain closed during the day and exhaust off unless the gym is occupied by a large group of people. Six feet of social distancing will be enforced at all times. When occupied by a large group of people the exhaust fan and air handling unit 1 is on and doors must be closed.
- Stage area is considered part of the gym and the door to the gym on the top of the stairway is to remain open. There is also air circulation above the partitions to the gym which acts as exhaust from this space. There is a door from the music room to the hallway (across from the office). This door should remain closed. There are doors from the gym to the school These doors should remain closed during regular operation and open during the flush (before/after school). Additional instructions follow gym protocols. Gym during day 2 fresh air units AHU-1 AHU-2 – 2 exhaust fans, everything off if less than 20 students – Always keep doors closed except during pre and post purge, isolate the gym from the building. Whenever the gym or stage is occupied by more than 20, turn the exhaust fan on (EF-1) and air handling unit 1 (AHU-1) is on.
- Office windows should be open. Door to the office is closed. Air conditioning unit was upgraded to a MERV11 filter that is changed every 60 days. The traffic in office will be limited to the extent possible.

Cleaning and Disinfecting General Notes:

- COVID-19 virus is easy to kill with cleaning products routinely used in schools. Soap is recognized as being highly effective.
- Detergent products (soap) and water are highly effective for surface cleaning

- Commercially prepared cleaning products may also be used
- Cleaning products must comply with BOE COVID+19 Green Cleaning Policy
- CT DAS Environmentally Preferred Purchasing Program is used as a reference for compliant cleaning products
- Surfaces requiring disinfection will **always** be cleaned first, then disinfected. *Disinfection products don't work well unless surface is cleaned first.*
- Cleaning throughout the day will focus on High-traffic bathrooms and stairwell handrails. This is especially important if school is near full occupancy
- Shared equipment for staff, such as copiers, will have cleaning supplies for staff to clean prior and after use.

Routine Cleaning needed: Areas: need only routine cleaning, not disinfectant.

- Most indoor areas
- Outdoor areas including, playground equipment, benches, tables
- Porous materials shared by many should be cleaned or laundered, Items difficult to launder will be removed.

Cleaning followed by Disinfection needed:

- “High-Touch areas” which are **hard surfaces** touched by many hands. These areas will be under frequent and fluid cleaning and/or disinfecting. This will also occur when any cohort moves to another area of the building. The area will be cleaned and disinfected prior to a new cohort moving into that space.

Cleaning and Disinfecting Schedule

Daily

- Fill hand sanitizer levels on wall mounts and pump bottles in hallways and classrooms if needed
- Routine cleaning of all areas used in the building-
- General mopping and sweeping *preferred sweeping and mopping vs vacuuming. Vacuuming requires increased PPE for custodial staff.*
- Items not touched frequently should have daily cleaning
 - Floors
 - Walls
 - Windows
 - Carpeting
 - Light fixtures
 - Air vents
 - Outdoor areas –general (e.g. benches, railings, playground equipment, and tables)
Remember, disinfecting outdoors is unnecessary

At least twice Daily (goal) and as needed: Cleaning followed by Disinfectant

- “High-Touch areas” = Hard surfaces touched by many hands

- Doorknobs
- Light switches
- Handrails
- Desks/chairs at end of day or when used by a different cohort
- Shared equipment
- Bathroom surfaces